

North East Regional Conference 2017 Venue – Life Conference and Banqueting Centre 16-17 November 2017				Rates and Delegate Options			
Event code: 15723 Registered Charity No:244067-R				A. Non-residential both days Attendance at both days of the conference with no accommodation or attendance at the conference dinner Standard rate: £299 + VAT CIH Member rate: £199 + VAT			
Contact Name on behalf of delegates:				B. Non-residential day one only (16 November) with no accommodation or attendance at the conference dinner Standard rate: £269 + VAT CIH Member rate: £169 + VAT			
Organisation:				C. Non-residential day two only (17 November) with no accommodation or attendance at the conference dinner Standard rate: £199 + VAT CIH Member rate: £99 + VAT			
Department:				D. Conference dinner ticket evening of 16 November Standard rate: £90 + VAT CIH Member rate: £90 + VAT			
Where did you hear about this event? Please choose one <input type="checkbox"/> Flyer <input type="checkbox"/> Telephone <input type="checkbox"/> Social Media <input type="checkbox"/> Promo email <input type="checkbox"/> Website <input type="checkbox"/> Recommendation Other, please specify.....				Delegate of the future offer A paying delegate booking either package A, B or C, will be entitled to an additional free place on day two, Friday 17 November, to bring along a 'delegate of the future'. The free place is only available to someone within your organisation who has never had the opportunity to attend the North East Conference before.			
Address (and invoice address if different):				<i>For information about student rates please contact the CIH events team on 024 7685 1722.</i>			
Purchase order number (if required):		Telephone:					
Title	First Name	Surname	Job Title	Email address	Twitter handle	Delegate of the future (pleas tick)	CIH Member No. (if applicable)

If there are any special requirements (eg dietary, access) please include them here: _____

Terms & Conditions

- Please do not send any payment with this booking you will be invoiced before the event once we receive your booking
- **All cancellations must be made in writing. Once a booking has been made, there will be an administration charge of £70 per delegate for cancellation of that booking. If you cancel within 10 working days you will be charged the full fee.**
- If you make a delegate name change against your original booking there will be an admin charge of £30 + VAT per delegate.
- If, at the time of booking, you do not know the names of delegates, please let us have names no later than two weeks before the event.
- Please note that the CIH cannot guarantee that delegates' names will be printed on the delegate list and a badge will be produced, if bookings are received within 10 working days of an event.
- Please keep a photocopy of this form for your records, if possible.
- CIH Events will not be liable for reimbursing delegate fees if delegates are not able to attend an event due to circumstances out of the CIH's reasonable control including, but not limited to, weather conditions, fire, flood, transport strikes, closures or delays or any other Force Majeure or Act of God.
- This booking is subject to the usual CIH Terms & Conditions.
- Joining instructions will be sent out 5 working days before the event. If you do not receive your JI's please call the events team on 024 7685 1722. If you decide not to attend an event because you have not received JI's you will not be eligible for a refund.
- Purchase order numbers are required at the time of booking if your organisation requires you to provide one. Failure to do so or the provision of an incorrect PO number will not invalidate our payment terms.

Data Protection Act 1998

In making this booking your contact details will be stored on our database. We will use this data for the purposes of processing your booking and to contact you in the future with information about other CIH events and products that may be of interest to you. If you would prefer not to be informed of CIH products please tick this box.

Limitation of Liability

- The Chartered Institute of Housing (CIH) accepts responsibility for accident, injury or loss suffered whilst attending this event, if it is directly due to negligence on our part.
- Delegates are responsible for taking care of their own property.
- CIH accepts no responsibility for any loss incurred whilst using material or information gained at this event.

Cancellation of Events

- CIH may have to cancel an event. In this case, we will return any payments received in advance. We will not refund any other costs you may incur as a result of this cancellation.

Copyright

The copyright of all training material rests with the CIH or the trainer.

All CIH members are entitled to receive the discounted rate as indicated. If you are not currently a CIH member and would like to benefit from this discount please contact Membership Services on 024 7685 1700 or email membership.services@cih.org or visit our website www.cih.org/services/membership/index.php

By submitting this booking I agree to the CIH terms and conditions (please tick this box)