

## DISA SEMINAR BOOKING FORM

**11<sup>th</sup> JULY 2016  
ONE DAY SEMINAR  
AT  
THE CROWNE PAZA HOTEL, HEYTHROP PARK, ENSTONE OX7 5UE**

**COST £150.00  
INCLUSIVE OF LUNCH AND REFRESHMENTS**

The Crowne Plaza are offering our delegates an overnight bed and breakfast rate of £110.00 for the night of 10<sup>th</sup> July .  
Please contact the hotel direct on 01608 673333. DISA cannot guarantee room availability.

### DELEGATE DETAILS

<b>Surname</b>	<b>Forenames</b>	<b>Known As</b>	<b>Title</b>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<b>Job Title</b>			
<input style="width: 99%; height: 25px;" type="text"/>			
<b>Company/Organisation</b>			
<input style="width: 99%; height: 25px;" type="text"/>			
<b>Address for DELEGATE Correspondence</b>		<b>Invoice Address</b>	
<input style="width: 95%; height: 50px;" type="text"/>		<input style="width: 95%; height: 50px;" type="text"/>	
<b>Postcode</b>		<b>Postcode</b>	
<b>Telephone No</b>	<b>Mobile No</b>	<b>Correspondence Email Address</b>	
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	
<b>DELEGATE Email Address</b>			
<input style="width: 99%; height: 25px;" type="text"/>			

<b>Purchase Order No (if applicable)</b>	<b>Special Dietary Requirements</b>
<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>

### METHOD OF PAYMENT (please tick / delete as appropriate)

<input type="checkbox"/> Debit my Access / Visa / Mastercard / Eurocard for £.....	Card No :
Security Code ( last 3 digits of number on reverse of card)	Expiry Date:
<input type="checkbox"/> Send me an Invoice	I enclose a cheque for £150.00 <input type="checkbox"/>

### How to book:

Please send signed and completed forms to:

**DISA Administration Office, Cygnul Ltd  
8-9 Acorn Business Centre  
Roberts End, Hanley Swan, Worcs WR8 0DN  
Tel 0870 458 9636 Fax 0870 458 9578  
E-mail: [training@thedisa.org](mailto:training@thedisa.org)**

**Booking Conditions:**

It is a condition of booking that payment must be made **before** the date of the Seminar. Joining instructions will be forwarded direct to delegates approximately 3 weeks before the event, provided payment has been received.

**Invoicing:**

Invoices will be issued upon receipt of the booking form.

**Cancellation & Transfer Policy:**

**If you have to cancel your booking please do so in writing by email, fax or letter.**

Cancellations made 30 working days or more before the event date will not incur a charge.

Cancellations made later than 30 working days, but not less than 14 working days before the event date, will incur a 25% administration fee.

Cancellations made less than 14 working days before the event date will incur the cost of the full course fee.

Failure to attend the event will be regarded as a less than 14 day cancellation and your payment will be forfeited.

**If you wish to transfer your booking to another person please do so in writing by email, fax or letter.**

Transfers to another person made before 14 working days of the event date will not incur a charge.

Transfers to another person made less than 14 working days before the event date will incur a 25% administration fee.

**BY COMPLETING THIS FORM YOU ARE AGREEING TO THE TERMS AND CONDITIONS ABOVE**

**Signature .....**

**Date.....**