

Conference Booking Form

Please write clearly in capital letters



Leeway National Domestic Abuse Conference 2018			
Date	Wednesday October 4 th 2018	Price	£100 per stall (Free place included)
Time	9am to 4pm		
Venue:	Holiday Inn – Norwich Airport Cromer Road Norwich NR6 6JAT		

Organisation details

Organisation name	
Contact name	
Address	
Telephone	
Email	
Invoice name and address (if different from above) and your purchase order number	

Office Use Only
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Booked:
Confirmed:
Paid:

Booking Details

Name of person attending	(for additional people please complete separate delegate booking form)
Any special dietary requirements?	vegetarian } } } } } gluten free } } } } } vegan } } } } } other (please state) } } } } }
What will your organisation be promoting at the conference?	
What visual aids or exhibition items do you intend on bringing? (ie freestanding banners or props. Anything requiring more than table space or a power source?)	

Terms and conditions

I understand/agree that:

- The training at conference does not enable me to train others to be facilitators.
- All hand-outs at Conference are copyrighted to Leeway or their authors and will not be used without the written permission of Leeway or their authors.

Cancellation by the attendee

If the attendee cancels their place on the training, the following charges will apply:

- Cancellation notified to us more than 5 working days before the training date: no charge
- Cancellation notified to us between 1 and 4 working days before the training date: 50% of the charge
- Cancellation notified to us less than 24 hours before the training date: 100% of the charge

Cancellation by Leeway

In the unlikely event that Leeway cancels this training (for example because of unforeseen and unavoidable building maintenance activity, or because of severe weather) a cancellation charge will not apply.

Signed: _____

Print name: _____

Date: _____

Please return this form by email, post or fax to:

Training, Leeway Domestic Violence and Abuse Services, PO Box Leeway, City Hall,
Norwich, NR2 1NH

Email: fundraising@leewaynwa.org.uk or Fax: 01603 623772