|  |
| --- |
| ***For office use only*** |
| *Form Received* | *Delegate No.* | *Invoice Date* |
|  |  |  |
| *Amount Received* | *Cheque No.* | *Date Fee Received* |
|  |  |  |



# Booking Form for GEM Conference 2018

***Past, Present and Future***

**Early Birds save up to £50!!**

Tuesday 4 – Thursday 6 September 2018, Nottingham



Please complete all three sections of this booking form and return by:

**post** to GEM, 54 Balmoral Road, Gillingham, Kent, ME7 4PG
**email** to office@gem.org.uk or **phone/fax** on01634 853424.

Each application must be made on a separate form – photocopies are acceptable.

## A. Delegate Details

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |   | Surname: |   |
| Organisation: |   |
| Tel: |   | Email: |   |
| Special requirements (including diet): |   |
| ***All correspondence, including acknowledging receipt of forms, will be emailed – please check your email address is correct.*** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Are you a:** | [ ]  | (a) | GEM Member | GEM membership number: |   |  |
|  |  |  | Is this | [ ]  | Personal or | [ ]  | Institutional?  |
|  |  |  | *Four members of staff of an institutional member can claim the member’s discount.* |
|  | [ ]  | (b) | Non-member | [ ]  | (c) | I’m joining today! |
| **Is this your first GEM conference?** | [ ]  | Yes | [ ]  | No |
| **Please tick here if you’re happy for us to include your email address on the conference delegate list.** | [ ]  |  |
|  |  |  |

## B. Payment Details *Full payment must be made by 20 July (Early Bird) or 24 August (non Early Birds)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Please complete section C overleaf and **enter the total fee here:**  |   |  |
|  | [ ]  | I enclose a **cheque** (in Pounds Sterling made payable to *Group for Education in Museums*)  |
|  | [ ]  | Today I am paying the total fee **directly into GEM’s CAF Bank account**: Sort code: 405240;  |
|  |  | *(If paying from overseas please contact the office for payment details.)* Account number: 00018119.  |
|  | [ ]  | Please **invoice** authorised payer for the total fee. I attach a purchase order no: |   |
|  |  Invoice address: |   |
|  |  |  |
|  | [ ]  | Please debit the total fee from my **card**: |  |
|  |  | Card no: |   | Expiry date (MM/YY): |   |
|  |  | Name: |   | SIC (3 digits on back): |   |
|  |  | Signed: |   |
|  *Alternatively, you can provide your card details over the phone, please call us on 01634 853 424.* |

## C. Conference Fee Details

Please complete part (a) OR part (b), and part (c) if required. Tick what you require and enter the appropriate amounts in the last column. Then total and enter this figure in section B overleaf.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **GEM Conference 2018** | **Tick if required** | **Cost for GEM members** | **Cost for non-members** | Amount due |
| ***(a)******EARLY BIRDS*** *– for those* ***booking on or before 2 July 2018****:* |
| **Whole Conference** | [ ]  | £347 | £587 |   |
| *This includes all conference day fees and Tuesday & Wednesday evening activities.*  |
| ***Tuesday 4 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £120 | £180 |   |
| *Evening activity:* Malt Cross experience andevening meal | [ ]  | £25 | £30 |   |
| ***Wednesday 5 September******SORRY****,* ***EARLY******BIRD******BOOKINGS HAVE NOW ENDED*** |
| Day fee (includes lunch & refreshments) | [ ]  | £120 | £180 |   |
| *Evening activity:* Robin Hood Trail & visit theoldest pub in England.  | [ ]  | £12 | £17 |   |
| ***Thursday 6 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £120 | £180 |   |
|  |
| ***(b)*** *For those* ***booking from 3 July 2017 onwards****:* |
| **Whole Conference** | [ ]  | £397 | £587 |   |
| *This includes all conference day fees and Tuesday & Wednesday evening activities.* |
| ***Tuesday 4 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £145 | £180 |   |
| *Evening activity:* Malt Cross experience andevening meal | [ ]  | £25 | £30 |   |
| ***Wednesday 5 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £145 | £180 |   |
| *Evening activity:*  Robin Hood Trail & visit theoldest pub in England.  | [ ]  | £12 | £17 |   |
| ***Thursday 6 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £145 | £180 |   |
|  |
| ***(c)*** *Additional options:* **Join GEM and book at the members rate now!** |
| GEM personal membership | **[ ]**  | N/A | £54 |   |
| GEM institutional membership | **[ ]**  | N/A | £110 |   |
| *Four members of staff of an institutional membership can claim the member’s discount on conference fees.* |
|  |  |
| **TOTAL** |   |

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The Early Bird offer is for GEM member bookings only, for on or before 2 July and paying by 20 July. If payment is not received by 20 July the full amount may be charged.

Cancellations cannot be accepted after 25 August, and refunds are subject to a £20 administration charge.