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



# Booking Form for GEM Conference 2019

***Connection, Action, Innovation***

**Early birds save 25%**

Wednesday 11 – Friday 13 September 2019, Torquay Museum



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](mailto:office@gem.org.uk) (phone**:** 01634 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):  *Please don’t hesitate to contact us if there is anything you need to discuss.* |  | | |
| ***All correspondence 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 15 July (early bird) or 2 September (main bookings)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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*) | | | | | | | | |
|  |  | I am paying the total fee **directly into GEM’s CAF Bank account**: Sort code: 405240; | | | | | | | | |
|  |  | *(If paying from overseas please contact the office)* 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 enter the total figure in section B overleaf.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GEM Conference 2019** | **Tick if required** | **Cost for GEM members** | **Cost for non-members** | Amount due |
| ***(a)******EARLY BIRDS*** *– for those* ***booking on or before 17 June 2019****:* | | | | |
| **Whole Conference** |  | £275 | £412 |  |
| *All conference day fees 11-13 September* | | | | |
| ***Wednesday 11 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £100 | £140 |  |
| ***Thursday 12 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £100 | £140 |  |
| ***Friday 13 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £100 | £140 |  |
|  | | | | |
| ***(b)*** *For those* ***booking from 18 June 2019 onwards****:* | | | | |
| **Whole Conference** |  | £365 | £550 |  |
| *All conference day fees 11-13 September* | | | | |
| ***Wednesday 11 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £135 | £185 |  |
| ***Thursday 12 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £135 | £185 |  |
| ***Friday 13 September*** | | | | |
| Day fee (includes lunch & refreshments) |  | £135 | £185 |  |
|  | | | | |
| ***(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** | | | |  |

Evening activities will be low cost and booked separately online.

If payment of early bird fees is not received by 15 July the full amount may be charged.

Cancellations cannot be accepted after 2 September, and refunds are subject to a £20 administration charge.