|  |
| --- |
| ***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 over £60!**

Wednesday 11 – Friday 13 September 2019, Torquay Museum

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

**post** to GEM, The Joiners Shop, The Historic Dockyard, Chatham, Kent, ME4 4TZ
**email** to office@gem.org.uk (phone**:** 01634 816280).

## A. Delegate Details

|  |  |  |  |
| --- | --- | --- | --- |
| Forename: |   | Surname: |   |
| Organisation: |   |
| Tel: |   | Email: |   |
| Preferred pronoun *(for delegate badge, please leave blank if you would prefer not to disclose)* |   |
| Special requirements (including diet):*Please 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 we may take photos of you on the day, that may be used in GEM marketing.** [ ] **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).*

##  *PTO for more.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 816 280.* |

## C. Conference Fee Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **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** | [ ]  | £297 | £490 | *Enter amount* |
| *All conference day fees 11-13 September* |
| ***Wednesday 11 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £100 | £150 |  *Enter amount*  |
| ***Thursday 12 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £100 | £150 |  *Enter amount*  |
| ***Friday 13 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £100 | £150 |  *Enter amount*  |
|  |
| ***(b)*** *For those* ***booking from 18 June 2019 onwards****:* |
| **Whole Conference** | [ ]  | £365 | £550 |  *Enter amount*  |
| *All conference day fees 11-13 September* |
| ***Wednesday 11 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £135 | £185 |  *Enter amount*  |
| ***Thursday 12 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £135 | £185 |  *Enter amount*  |
| ***Friday 13 September*** |
| Day fee (includes lunch & refreshments) | [ ]  | £135 | £185 |  *Enter amount*  |
|  |
| ***(c)*** *Additional options:* **Join GEM and book at the members’ rate now!** |
| GEM personal membership | **[ ]**  | N/A | £54 |  *Enter amount*  |
| GEM institutional membership | **[ ]**  | N/A | £110 |  *Enter amount*  |
| *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.