

**For office use only**

Date Rec'd	Delegate No.	Invoice Date
Amount Received	Cheque No	Date Fee Received

Booking Form GEM INTERMEDIATE COURSE: HERITAGE INTERPRETATION
Edinburgh: Wednesday 10 June 2020 at 10.00-16.00, Location: TBA

The latest date for receipt of bookings and payments is 2 weeks before the workshop.

All delegates should complete a booking form and return it (with payment if possible) to: **GEM, Joiners Shop, Historic Dockyard, Chatham, Kent, ME4 4TZ.**

Tel/fax: +44 (0) 1634 816280 Email: office@gem.org.uk

A. DELEGATE DETAILS

Forename:			Surname:		
Job title:					
Organisation:					
Address 1:					
Address 2:					
Town:		Postcode:		Country:	
Tel:		Email:			

All correspondence will be sent by email, so please ensure you have provided your email address clearly above.

Type of delegate: (a) GEM Member (b) AHI Member

Membership number:

This information is essential for claiming the member's discount. GEM Institutional membership covers the attendance of up to four members of staff.

(c) Non-member

Special requirements (including diet)	
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What social media platforms do you use? (e.g. Facebook, Twitter, LinkedIn, Skype)	
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B. PAYMENT DETAILS – Full payment must be made two weeks prior to the

workshop date. The course fee is £125 for GEM and AHI members and £160 for non-members.

- I enclose a cheque (in Pounds Sterling made payable to GEM) for £_____.
- I am sending payment of £_____ directly into GEM's CAF Bank account:
Sort code: 405240; Account number: 00018119. (If overseas, please contact the GEM office.)
- Please invoice me (or authorised payer) for £_____.
An official purchase order must be attached. No:_____
- I would like to make the payment of £_____ by card.
Please note you can also provide your card payment details over the phone.
- Card no: _____ Expiry date (MM/YY): _____
Name: _____ SIC (3 digits on back): _____
Signed: _____ Today's date: _____

Refunds for cancellations, which cannot be accepted 2 weeks prior to the workshop date, are subject to a £15 admin charge.

C. PERSONAL STATEMENT

I agree to attend the one-day workshop and complete all supporting pre and post workshop activities and adhere to all other requirements of this course.

Signature: _____	Date: _____
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