

**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 ONLINE**

September/October: Wednesday, 9 Sept 2020 – Wednesday, 14 Oct 2020

November/December (in partnership with AHI): Wednesday, 4 Nov 2020 – Wednesday, 9 Dec 2020

The latest date for receipt of bookings and payments is 2 weeks before the first virtual lecture.

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 853424 Email: office@gem.org.uk

A. DELEGATE DETAILS

Forename:			Surname:		
Job title:					
Organisation:					
Address1:					
Address2:					
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

Access requirements

What social media platforms do you use?
Ex. Twitter, Facebook, LinkedIn, Instagram

B. PAYMENT DETAILS – Full payment must be made two weeks prior to the first lecture. 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 a 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 provide this by phone.)
Card no: _____ Expiry date (MM/YY): _____
Name: _____ SIC: _____
Signed: _____ 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 complete the 6-week online course and complete all supporting pre and post workshop activities and adhere to all other requirements of this course.

Signature: _____	Date: _____
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