

BOOKING FORM

**National conference on male victims of domestic abuse**

**“Surviving Domestic Abuse: Experiences, Services and Solutions”**

**Tuesday 21 November 2017**

**(09:30 to 16:30)**

***CONFERENCE SPONSOR***

***To be confirmed***

**Venue:**

National Council of Voluntary Organisations, Society Building, 8 All Saints Street, London, N1 9RL

**Cost:**

* £50 student delegate rate
* £85 per delegate for (non-housing association) voluntary/third sector/private individuals and £235 for three delegates.
* £100 per delegate for statutory agencies, housing associations and private sector and £265 for three delegates.

To book one or more places at the National Conference please complete and return this booking form, preferably by email to conference@mankind.org.uk.

If by post, please send to: ManKind Initiative, Flook House, Belvedere Road, Taunton, TA1 1BT

1. **Details**

|  |  |
| --- | --- |
| Name(s) |  |
| Job title(s) and/or job roles(s) |  |
| Organisation Name |  |
| Type of organisation (for example, police, NHS, charity etc)  |  |
| Address  |  |
| Email address(es) |  |
| Telephone number |  |
| Will your attendance count towards your CPD requirements (yes/no) |  |
| Special Dietary Requirements |  |
| Accessibility Requirements  |  |

**(2) Payment**

|  |  |
| --- | --- |
| Payment method | **(1) Invoice**I would like to be invoiced: Yes / No \**\* Delete as appropriate*To enable an invoice to be arranged, please provide the following information:Do you need to raise a Purchase Order: Yes/No\*  *If yes, please provide the Purchase Order Number:*Invoice contact person: Organisation Name:Contact telephone:Invoice address: **(2) Cheque**I would like to pay by cheque: Yes / No \**\*Delete as appropriate*Cheques to made payable to ‘ManKind Initiative’ and posted to the above address.**(3) Direct payment**Upon receipt of booking form sent to conference@mankind.org.uk, an invoice will be generated containing details on how to pay directly into the ManKind Initiative Account |

Upon receipt of your booking form, the Charity will confirm your attendance by email within 10 days following receipt and your place will be reserved. An invoice will be issued if that is the option that has been chosen.

**(3) Cancellation fee**

If you are unable to attend after receiving your confirmation email, the full cost will remain payable. However, we are happy for a replacement delegate to attend although amendments to delegates will incur a £20.00 charge to cover administrative costs.

**(4) Administration only**

|  |  |
| --- | --- |
| Date form received |  |
| Date payment received (if different) |  |
| Payment method |  |
| Confirmation sent |  |

Please also ensure you are fully aware of the booking conditions prior to sending payment. In particular, I would draw your attention to the Administration Fee(s) and Cancellation Fee(s).