

# Public Sector Communications Academy 2015

Tuesday 10th, Wednesday 11th and Thursday 12th November 2015

The Welcome Centre, Parkside, Coventry, CV1 2HG

@LGcomms  
#CommsAcad

lgcomms.org.uk

You can choose to attend one, two or all three Academy days

PLEASE COMPLETE IN BLOCK CAPITALS

## Please send your completed booking form to:

LGcommunications,  
18th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP  
Telephone enquiries: 020 7641 2575  
Email: lgcommunications@westminster.gov.uk

## Your organisation

Name of organisation:

LGcomms member  Non-LGcomms member

Contact address:

Post code:

Central contact name:

Telephone:

Fax:

Email:

Total number of delegates:

## Delegate 1

Title (Cllr/Mr/Mrs/Ms):

First name:

Surname:

Job title:

Email:

Contact number:

### Facilities/information requested (please tick as appropriate):

Wheelchair access  Hearing loop  Large print

Vegetarian diet  Vegan diet  Other (eg. allergy, kosher, diabetic)

Days attending: Tuesday  Wednesday  Thursday

## Delegate 2

Title (Cllr/Mr/Mrs/Ms):

First name:

Surname:

Job title:

Email:

Contact number:

### Facilities/information requested (please tick as appropriate):

Wheelchair access  Hearing loop  Large print

Vegetarian diet  Vegan diet  Other (eg. allergy, kosher, diabetic)

Days attending: Tuesday  Wednesday  Thursday

If you do not wish to be contacted by our sponsors please tick this box

To book more delegates please photocopy this form

## Academy pricing

	LGcomms members * If booked before 30th September 2015	LGcomms members	Non- members, public and voluntary	Non- members, private sector
1 day	£150	£170	£300	£500
2 days	£225	£255	£380	£750
Full conference	£297 (£99 per day*)	£340	£470	£1,000

By becoming a member of LGcommunications you automatically receive a discount on the cost of the academy. This is £150 off the non-member price – a saving that covers more than half the cost of your annual membership fee.

### Terms and conditions

- By submitting this form you agree to these terms and conditions.
- Immediate payment is required upon receipt of your invoice.
- If you wish to cancel your place at the academy, notification of cancellation must be received in writing – please email lgcommunications@westminster.gov.uk
- Delegate places may not be shared. One place must be used by one delegate only.

### Cancellation policy

- Up until one month prior to the event, you are eligible for a 75% refund of the academy fee.
- Any cancellations received less than one month prior to the event will not be eligible for a refund.
- Substitute delegates can be nominated at any time – please email lgcommunications@westminster.gov.uk