

PLEASE COMPLETE IN BLOCK CAPITALS

Name of organisation: \_\_\_\_\_

LGcomms member     Non-LGcomms member

Contact address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Central contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Total No. of Delegates: \_\_\_\_\_

Please copy this form if you have more than 2 delegates

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please invoice us for £ \_\_\_\_\_

Please return the complete booking form to:  
 Sonja Parfrey  
 LGcommunications  
 C/O Communications  
 17th Floor, City Hall, 64 Victoria Street  
 London SW1E 6QP  
 Tel: 020 7641 2575  
 Fax: 020 7641 2958

Delegate 1

Title (Cllr/Mr/Mrs/Ms) \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Facilities/information requested (please tick as applicable)

Vegetarian diet     Vegan diet

Wheelchair access     Hearing loop

Large print     Other (e.g. allergy/kosher/diabetic)

Days attending

Wednesday     Thursday     Friday

Delegate 2

Title (Cllr/Mr/Mrs/Ms): \_\_\_\_\_

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Job title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

Facilities/information requested (please tick as applicable)

Vegetarian diet     Vegan diet

Wheelchair access     Hearing loop

Large print     Other (e.g. allergy/kosher/diabetic)

Days attending

Wednesday     Thursday     Friday

All delegate contact details will be forwarded to our 2008 sponsors/exhibitors.

The IDeA Knowledge website covers more than 50 areas of good practice in local government, including communications. Please tick this box if you would like to receive weekly updates of all the top stories on the site.

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

Conference pricing

	Member authorities	Non-member public	Non-member private sector
1 day	£200	£350	£1,000
2 days	£300	£450	£1,000
Full conference	£400	£550	£1,000

By becoming a member of LGcommunications you automatically receive a discount on the cost of the conference for three days. 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 conference, notification of cancellation must be received in writing – please email [lgcommunications@westminster.gov.uk](mailto:lgcommunications@westminster.gov.uk)

**Cancellation policy**

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