

Registration Information

When booking please remember to quote the booking code: **AdminNI2010**

How did you hear about this event?

(Please tick)

- Legal-Island Email
 Manager/colleague
 Other (please specify) _____

- Legal-Island Brochure
 Legal-Island Website

Event ~ Date ~ Location

Conference - Legal Event - Workshop

Date & Location

Your Details

Title (Mr, Mrs, Ms etc) _____ Name _____

Job Title _____

Organisation Name _____

Organisation Address _____

Postcode _____

Telephone No _____

Fax No _____

Delegate Email Address _____

An email address for the delegate is essential for purposes of pre & post conference learning as well as confirmation of booking. Legal-Island will not disclose your email address to any third party for whatever reason.

Cost and Payment

Invoice Address (if different from above) _____

Name of Accounts Payable _____

Telephone No of Accounts Payable _____

Purchase Order Number (if applicable) _____

Cost per delegate for this Programme

Full Day Conference Full: £455 +VAT Charity: £364 +VAT
Full Day Legal Event Full: £429 +VAT Charity: £342.20 +VAT
Full Day Workshop Full: £295 +VAT Charity: £236 +VAT

Cost includes refreshments and all notes and exercises. Lunch will be supplied at full day events. For bookings of five or more people at any one event please contact NI Events Manager directly.

Method of Payment

Cheque (payable to Legal-Island). For credit card payments go to www.legal-island.com and receive **10% discount off the standard rate**.

Please indicate if you have any special dietary, learning or access requirements.

Signature Accepting Terms of Booking

Terms & Conditions

A place will be confirmed via email on receipt of this signed booking form, which creates legally binding obligations for both parties irrespective of attendance on the day.

Please complete one form per delegate in capital letters. Please ensure a purchase order number is indicated if necessary. For collection of payment it is necessary to provide us with a contact name and number of your accounts payable department.

Cancellations/Amendments

Cancellations will incur the following charges Over 28 days 15% of course fees 15-28 days 50% of course fees 1-14 days 100% of course fees.

Cancellations must be received in writing prior to the event. Substitute delegates can be used and names changed on the day. No transfer to future events is permitted.

Please note an admin charge of £50 is applicable for any permitted changes to bookings once confirmed including change of delegate name, re-invoicing or issuing of credit notes.

Please note that the content for each event published here is meant as a guide only and is subject to change. We reserve the right to amend a programme or cancel an event at any time for whatever reason.

All organisations with fewer than 50 employees or registered charities (registered at the time of booking) qualify for the charity rate. The number of employees includes all branches, subsidiary/parent companies, boards, trusts and federated organisations.

A certificate of attendance is provided within ten days of the event, which may be used to obtain CPD points where applicable.

For full terms and conditions please check online at www.legal-island.com



please return your completed registration form to

The NI Events Manager, Island House, Station Road, Antrim BT41 1BH

Telephone: 028 9446 3888 Fax: 028 9446 3516 Email: events@legal-island.com

www.legal-island.com

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