

ICSA TRAINING COURSE BOOKING FORM

COUSE TITLE _____ COURSE DATE _____

COURSE FEE £ _____ + VAT (ICSA Members and affiliates deduct 10% and ICOSA students deduct 40% from the fee)

ATTENDEE DETAILS

Mr/Mrs/Miss/Ms/other: _____ First name: _____ Surname: _____

Job title: _____ Company name: _____

Company address: _____

Postcode: _____

E-mail: _____

Direct phone no. _____ Direct fax no. _____

Special dietary requirements: _____

Are you an ICOSA member/affiliate/student? No Yes I.D: _____

IF MORE THAN ONE DELEGATE ATTENDING, PLEASE PHOTOCOPY THIS FORM AND RETURN ALL ATTACHED TOGETHER

PAYMENT

Total payment: £ _____ + VAT

Please deduct my credit/debit card: Visa/MasterCard/Maestro/Delta (delete as appropriate)

Card no.

Start date: Expiry date: Security code:

Name on card : _____

I enclose a cheque. (Payable to 'ICSA Information & Training Ltd'.)
Receipts will be issued for payments. All fees must be paid for prior to the course.

Please send an invoice. PO no.: _____ or Ref no.: _____

Invoice address if different to above:

Contact: _____

Address: _____

Postcode _____ Phone: _____

Please return to ICOSA Information & Training, 16 Park Crescent, London, W1B 1AH or fax your booking form to 020 7612 7034. Phone 020 7612 7020. E-mail training@icsa.co.uk

Booking Conditions

There is a cancellation and transfer charge of 20% of the course/conference fee for delegates cancelling or transferring their place up to ten days before the conference. Cancellations or transfers within ten days before the conference will mean the delegate will be liable for the full course fee. Substitute delegates can be accepted at no extra charge if notified in writing five days in advance.

The content and timing of the programmes and identity of the speakers, date and venue may be altered for reasons beyond the control of ICSA. In the unlikely event of the programme being cancelled, ICSA Information and Training Ltd will automatically make a full refund of the delegate fee. No compensation will be paid for any additional costs incurred.

Data Protection

From time to time, we may send you details about other products and services from the ICSA. If you do not wish to receive this information, please tick this box