

# Reducing Reoffending and Changing Public Perception

2nd October 2019, St Albans Centre, London



**Ways to book** Online: [www.forumsandevents.co.uk](http://www.forumsandevents.co.uk) Email: [info@forumsandevents.co.uk](mailto:info@forumsandevents.co.uk)

Tel: +44 (0) 20 8144 2944 Fax: +44 (0) 20 3318 3077

**For multiple bookings please attach a list of delegate names and job titles**

Title \_\_\_\_\_  
First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post code: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_

I understand that this registration booking is subject to the booking conditions.

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

### Delegate Rates (please tick the box as applicable)

Standard registration £ 195.00   
Charity/Student Registration £ 165.00

### Booking conditions

**Forums and Events Ltd (the „Company“)**

**accepts bookings under the following conditions:**

- 1 Bookings are accepted through our website by registering and providing the information needed and processing a credit card or bank transfer payment.
- 2 Bookings are also accepted by fax or email by filling up the booking form together with full payment sent to Forums and Events Ltd. A confirmation of the booking will then be issued.
- 3 Returning the signed registration form or making a payment through the website constitutes a firm booking.
- 4 Bookings may be made over the telephone. In such case bookings will be confirmed only after receiving full payment.
- 5 All payments including credit card, must be in the currency advertised.
- 6 The Company reserves the right to cancel a booking if payment is not made 6 weeks prior to the conference taking place. Any outstanding payment becomes the responsibility of the signatory made on the reservation form.
- 7 Payment for any booking made within 6 weeks of the conference will still be due to the Company irrespective of whether the delegate attends.
- 8 All correspondence will be sent to participants at the address specified on the booking form or over the telephone (this address will also appear on the official Participants list given out at the event).
- 9 Should you be unable to attend, a substitute delegate may be able to attend. This must be received in writing one week prior to the conference.
- 10 The Company reserves the right to change the conference speakers in case of illness or other conditions beyond its control.
- 11 The Company does not accept responsibility for loss or damage to delegates own property and/or personal effects whilst at the conference. The Company does not accept any liability for loss or damage to personal effects caused by events beyond its control including (but without limitation) fire, flood, strikes, civil disturbances or for consequential loss or damage of any kind whatsoever.
- 12 Speakers agreed at time of print.

### Cancellation of booking

- Written confirmation received 6 weeks prior to the conference will be accepted and a refund of 90% of the booking charge will be made. After this date, no refunds can be given. Verbal cancellations will not be accepted.
- If written cancellation is not received 6 weeks prior to the conference full payment will still be due irrespective of whether the delegate attends the conference.

### Pay by Debit/Credit Card

Please debit my Visa Card  MasterCard

Card no: \_\_\_\_\_

Valid from: \_\_\_/\_\_\_/\_\_\_ Expiry date: \_\_\_/\_\_\_/\_\_\_

3 digit security code: \_\_\_ \_\_

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

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

### Invoice

Requesting an invoice and signing this form will secure your place at the conference.

**All invoices must be paid in full before the event.**

See booking condition 6.

If you have authorisation from your trust/ department to attend this event and require an invoice, please provide the correct billing address or shared services address (including the relevant payable codes) and a purchase order number. We are unable to process any bookings without this information. We are unable to send out invoices to home addresses.

### PLEASE COMPLETE (Billing address of Payment Card)

Title \_\_\_\_\_  
First Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post code: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signed: \_\_\_\_\_

### Bank Transfer

Account: Forums and Events Ltd  
Bank: HSBC  
Sort Code: 40-05-07  
Account no: 81491326  
SWIFT/BIC no: MIDLGB22  
**Reference: Your name(s) Booking number**

### Conference fee includes

Entrance to the conference, lunch & refreshments full conference documentation and certificate of attendance.

### Sponsorship opportunities

If you are interested in exhibiting or sponsoring this event contact: Mr Charlie Ioannou on +44 (0) 20 8144 2944 [charlie@forumsandevents.co.uk](mailto:charlie@forumsandevents.co.uk)

**Forums and Events Ltd**  
20 Sylvester Road, London N2 HA8, United Kingdom

Company Number: 10681203