

Ways to book: online at: <a href="http://www.playandlearning.co.uk">www.playandlearning.co.uk</a>	Booking line: 020 7501 6796	Cheque: to the address below	Fax: 020 7978 8319	Request an invoice
---	-----------------------------	------------------------------	--------------------	--------------------

### Your Details:

(Photocopies of this form accepted).

Title (Dr, Mr, Mrs etc)

Forenames

Surname

Job title

Company name

Company address

Post code

Telephone

Email

Dietary requirements

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

Signature

Date

**Conference Rates** Please tick the box as applicable

**Early bird rate** book by 31st May 2017 **£249 + VAT**   
**All delegates** after 31st May 2017 **£329 + VAT**

**Workshops** Please tick box as applicable

	<b>A</b>	<b>B</b>	<b>C</b>
Workshop Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Value added tax; UK Customs & Excise specify that all conference participants must pay VAT at its current rate of 20%

### Payment Details:

#### • I wish to pay by Credit Card

Please debit my  Visa  Mastercard  Maestro  American Express

Card no

Valid from     Expiry date

Issue no (Maestro cards only)   3 digit security code

Signature

Date

#### • Cheque

Make your cheque payable to MA Education Ltd

#### • 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 2.

**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 IN FULL WITH CONTACT NAME IF DIFFERENT FROM ABOVE**

PO Number

Contact

Full invoice address

Post code

Telephone

Signed

### Conference fee includes

Entrance to the conference, lunch and refreshments, full conference documentation.

### Confirmation of booking

All bookings will be confirmed by email, unless otherwise stated. Please contact us if you have not received your confirmation 5-7 days after submitting your booking.

### Exhibition and sponsorship

If you are interested in exhibiting or sponsoring this event contact: Jacki Rosendale on 020 7501 6698 or [jacki.rosendale@markallengroup.com](mailto:jacki.rosendale@markallengroup.com)

### The Venue

**Rooms on Regent's Park, 27 Sussex Place, Regent's Park, London NW1 4RG**  
[www.rorp.co.uk](http://www.rorp.co.uk)

A map of the venue will be sent with your booking.

### How did you hear about the conference?

- Direct mailing
- Email
- Recommendation
- Nursery World website
- Other website (please specify) \_\_\_\_\_

Advert in magazine (please specify) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

### Booking conditions

MA Education Ltd (The Company) accepts bookings under the following conditions:

- 1 Returning the signed registration form constitutes a firm booking.

- 2 The Company reserves the right to cancel a booking if payment is not made six weeks prior to the conference taking place. Any outstanding payment becomes the responsibility of the signatory made on the reservation form
- 3 Written cancellations received six weeks prior to the conference will be accepted and a refund less a 10% administration fee will be made. After this date, no refunds can be given. Verbal cancellations will not be accepted. If written cancellation is not received six weeks prior to the conference full payment will still be due irrespective of whether the delegate attends the conference. Substitute delegates are welcome at any time.
- 4 MA Education Ltd reserves the right to change the conference speakers in cases of illness or other conditions beyond its control. Speakers approached at the time of print.

Full terms and conditions can be viewed at: [www.playandlearning.co.uk](http://www.playandlearning.co.uk)

**For more information visit [www.playandlearning.co.uk](http://www.playandlearning.co.uk) or telephone: 020 7501 6796 email: [katherine.howard@markallengroup.com](mailto:katherine.howard@markallengroup.com)**

**Please return to: Conference Bookings, MA Education Ltd, St Jude's Church, Dulwich Road, London, SE24 0PB, UK**

**Data Protection** – By registering for a conference MA Education can provide you with information relating to your booking and other MA Education related products or services via email, direct mail, fax or telephones. Please write to the head of marketing at

the address below if you do not want to receive this information. We may also make your details available to carefully screened companies (excluding email addresses) who have offers that may be of interest to you.

- If you specifically do not wish your details to be made available to third parties, please tick here.
- Yes, I would like to receive carefully screened and work-related information from third parties.