



# BOOKING FORM

Main Contact Name \_\_\_\_\_ Main Contact Email Address \_\_\_\_\_ Main Contact Phone Number \_\_\_\_\_

Delegate(s) Name(s)

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Delegate(s) Job Title(s)

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Delegate(s) Email Addresses

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Company Name \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

ZIP code: \_\_\_\_\_

<b>Package(s)</b> - Select ONE package per delegate	Del 1	Del 2	Del 3	Del 4	Del 5	Del 6	Del 7	Del 8
Conference + 2 Deep Dives								
Conference + 1 Deep Dive (Please Select)		<b>A</b>						
		<b>B</b>						
Conference Only								
Deep Dive Only								

**Total Price** \_\_\_\_\_

### Payment Details

Credit Card

Name on Card
Valid From (if applicable)
VAT Number

Card Number (16 digit number on the front of the card)	
Expiry Date	Security Code
Initials	Date

**OR** I will be paying by bank transfer - I understand that the payment must be received before the next booking deadline to claim the current prices.

I will be making the bank transfer on \_\_\_\_\_ date.

Bank Transfer

When you have completed the form - please save and email it to your point of contact at Hanson Wade, or [register@leap-hr.com](mailto:register@leap-hr.com)

### TERMS & CONDITIONS

Full payment including VAT is due upon receipt of registration. If registration is less than 14 days before event full payment is due on registration

### CANCELLATION AND SUBSTITUTION POLICY

A substitution from the same organisation can be made at any time in writing at no extra charge. Cancellations must be received in writing. If the cancellation is received more than 14 days before the conference attendees will receive a full credit to a future conference.

Cancellations received 14 days or less (including the fourteenth day) prior to the conference will be liable for the full fee for full registration terms and conditions, please visit the conference website.