



# BOOKING FORM

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

Delegate(s) Name(s)

1.	4.
2.	5.
3.	6.

Delegate(s) Job Title(s)

1.	4.
2.	5.
3.	6.

Delegate(s) Email Addresses

1.	4.
2.	5.
3.	6.

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

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

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

**Please indicate which days you would like to attend, via the 1/2/3 choice, AND, if attending Day 1, please select which specific focus session you wish to attend via the A/B/C choice**

**Package(s)**

Select ONE package per delegate

	Del 1	Del 2	Del 3	Del 4	Del 5	Del 6
<b>3 Day Entry</b>						
Please select focus session	A B C	A B C	A B C	A B C	A B C	A B C
<b>2 Day Entry</b>						
Please select days and focus session (if relevant)	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C
<b>1 Day Entry</b>						
Please select day and focus session (if relevant)	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C	1 2 3 A B C

**Total Price**

\_\_\_\_\_

To register groups of more than 6, please attach a second booking form. No need to complete payment details on second form.

**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.