Annual Conference 2008

Saturday 20 - Wednesday 24 September, Manchester Central

Application form

Fringe Listings

DEADLINE:
25 July 2008

Before you start

- Have a black ballpoint pen for completing the form. You must complete the form in block capitals, writing one character in each square. It is important that you write clearly as your form may be machine-scanned. Please use standard printing. ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
- All sections of the form must be completed. If any part does not apply to you, **do not leave blank** but mark clearly in the first three boxes N / A (for 'not applicable')

A Your personal details

Name

Position

Organisation

Address

Postcode

Work telephone

Mobile telephone

Email address

PLEASE NOTE, COMPLETING THIS FORM DOES NOT GUARENTEE YOUR EVENT WILL BE LISTED IN THE CONFERENCE MAGAZINE

B Event Details

Please note - no event taking place during conference sessions can be accepted for listing (see page 2 for details)

Date of Meeting | Time of meeting | Please use 24 hour clock

Organisation (s)

Title of meeting

Venue

Chair

Speaker 1

Organisation

Speaker 2

Organisation

Speaker 3

Organisation

Admission *(state free/price)*

Please tick as appropriate:

☐	Refreshments provided
☐	Wheelchair access
☐	Crèche
☐	Sign translation
☐	Ticket only event *please state below where and when tickets are made available*

Expected hours of Annual Conference 2008 (please note, times may vary):

Saturday 20 September 2.30pm - 6.00pm	**Sunday 21 to Tuesday 23 September** 9.00am - 12.45pm 2.30pm - 6.00pm	**Wednesday 24 September** 9.00am - 12.45pm 2.30pm - 5.00pm

IF YOU HAVE BOOKED AN EVENT WITH THE LABOUR PARTY, PLEASE REFER TO THE FRINGE EVENT INFORMATION SHEET FOR DETAILS REGARDING HOLDING A FRINGE EVENT

C Your signature

Signed by applicant (signature) ____________________

D Payment *Applications received after 25 July are not guaranteed to be processed*

Fringe Listings are £155 (inc. of VAT) each. Please enclose the correct payment. Payment may be by cheque - payable to The Labour Party - or by credit or debit card, we do not accept Diners Club. If your form is received without payment, or with the incorrect payment, it will be returned to you unprocessed. Do not send cash in the post.

Refund policy:

- All cancellation requests must be put in writing to the Labour Party
- Any cancelled applications received up to and including 31 July will incur a 25% administration charge
- Any cancelled applications received after 31 July must pay in full, no refund will be issued

☐ **I enclose a cheque payable to, 'The Labour Party' for the amount of £ ....**

☐ **please charge my credit/debit card with £ ....**

Visa ☐ Delta ☐ Mastercard ☐ Switch ☐ Amex ☐

Card number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Security code ☐☐☐
(which is the three digit number on the reverse of the card)

Expiry date ☐☐ ☐☐ Valid from (switch) ☐☐ / ☐☐ Issue number (switch) ☐☐

Cardholder name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Signature Date ☐☐ / ☐☐ / ☐☐☐☐

Return form to: Conference Services, The Labour Party, Eldon House, Regent Centre, Newcastle upon Tyne NE3 3PW

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Labour