

Society of Event Organisers

BOOKING FORM

Please photocopy for multiple bookings.

Please book the following delegate on the SEO Certificate in Conference Organisation (CCO) on the following dates at a total fee of £ plus VAT per delegate. (Please complete as applicable).

Delegate: (Mr,Mrs,Miss,Ms)

Job title:

PUTTING TOGETHER A CONFERENCE PROGRAMME

- Tuesday 6 April 2010 London Friday 19 November 2010 London
 Tuesday 24 August 2010 London

SOURCING, EVALUATING AND NEGOTIATING WITH VENUES

- Wednesday 7 April 2010 London Friday 26 November 2010 London
 Wednesday 25 August 2010 London

CONFERENCE ADMINISTRATION

- Thursday 8 April 2010 London Friday 3 December 2010 London
 Thursday 26 August 2010 London

STAGING A CONFERENCE FOR PROFIT

- Friday 9 April 2010 London Friday 10 December 2010 London
 Friday 27 August 2010 London

Name: (Mr,Mrs,Miss,Ms)

Position:

Organisation:

Address:

Telephone Fax:

Signature: Date:

Terms: The above constitutes a firm booking which may not be cancelled once received, although postponement and substitutions of delegates are accepted. A VAT invoice will be sent in receipt.

If any delegates booked have additional needs relating to any disability please advise below.

Special needs:

Please take a copy of the above, when complete and send it to the
SEO at 29a Market Square, Biggleswade, Beds SG18 8AQ or fax to 01767 316255.

An organisation for corporate and association event organisers

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