

EUROPEAN SOCIETY OF ASSOCIATION EXECUTIVES

Please use the form below to apply for a place
 at the forthcoming ESAE event

Masterclass Application Form

Title :	Strategic Planning for Growth , Brussels, Belgium
Date:	16 October 2008

This event is open to both members and non-members of ESAE.

ESAE members € 95 + Tax = € 114.95
 Discounted members group booking rate* € 80 + Tax = € 96.80
 Non-members € 110 + Tax = € 133.10
 Discounted non-members group booking rate* € 95 + Tax = € 114.95

If you wish to book at this stage and pay in £ Sterling, please contact the ESAE Secretariat

** Note: discounted group booking rate is only available to groups of 2 or more colleagues attending from the same organisation (elected or executive)*

Please note, upon ESAE receiving your booking form, you become liable for payment of the fees (please see Notes)

Applicant 1

Forenames: *	<input type="text"/>	Telephone: *	<input type="text"/>
Surname: *	<input type="text"/>	Fax:	<input type="text"/>
Organisation: *	<input type="text"/>	E-mail: *	<input type="text"/>
Address: *	<input type="text"/>	Special dietary needs:	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		

Applicant 2

Forenames: *	<input type="text"/>	Telephone: *	<input type="text"/>
Surname: *	<input type="text"/>	Fax:	<input type="text"/>
Organisation: *	<input type="text"/>	E-mail: *	<input type="text"/>
Address: *	<input type="text"/>	Special dietary needs:	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		

Applicant 3

Forenames: *	<input type="text"/>	Telephone: *	<input type="text"/>
Surname: *	<input type="text"/>	Fax:	<input type="text"/>
Organisation: *	<input type="text"/>	E-mail: *	<input type="text"/>
Address: *	<input type="text"/>	Special dietary needs:	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		

Please note: if you wish to make a group booking for more than three delegates, please contact the ESAE events team to confirm the details of your booking.

How did you hear about this event?

- E-mail ESAE website Other website
 Previous ESAE event Word of mouth Flyer
 Other (please identify:)
 Please tick here if you are a non-member and would like to receive a membership enquiry pack

Booking Details

Booking Details	Price (per person)		Quantity	Total
ESAE members	€95 + Tax **	= € 114.95	<input type="text"/>	€ <input type="text"/>
Members group booking	€80 + Tax **	= €96.80	<input type="text"/>	€ <input type="text"/>
Non-members	€110 + Tax **	= €133.10	<input type="text"/>	€ <input type="text"/>
Non-members group booking	€95 + Tax **	= €114.95	<input type="text"/>	€ <input type="text"/>
Notes:			Total	€ <input type="text"/>

** Note - VAT for this event will be charged at the Belgian rate of 21%
If you intend to book for a group of more than 3 delegates, please contact the ESAE events team to confirm the details of your booking.

Payment

Preferred payment method – please mark appropriate:

- Cheque to follow by post
 Bank Transfer
(please send us a remittance advice)
 Invoice

Note, your organisation may require a purchase order number in order to process the invoice. If this is the case, please enter the number in the box below.

Purchase order no:

If your organisation does not require a purchase order number, please tick this box

If invoicing details are different from those given above, please state below:

Organisation: Address:
Account Contact Name:
Telephone:

Notes:

1. Confirmation of bookings and joining instructions will be issued by email ahead of the event.
2. Cheques and bank drafts drawn in Euros (or Sterling equivalent), must be made to The European Society of Association Executives.
3. Bank transfers should be made as follows: Account name: The European Society of Association Executives; Bank: Barclays; a/c no: 70327018; sort code: 20-74-09; IBAN: GB65 BARC 2074 0970 3270 18; SWIFTBIC: BARCGB22
4. Admission to the event will not be permitted if payment or BACS advice has not been received.
5. Once a booking has been made and payment received, no cancellations can be accepted but substitutions can be made provided ESAE are notified in writing in advance.
6. The European Society of Association Executives is registered as an ASBL (association sans but lucrative). Registered in Belgium.

I accept the conditions concerning payment and cancellation

ESAE will hold your details on its computer database and use these details both in connection with this event and to advise you of ESAE activities that may be of interest to you. If you do not wish to receive such information, please tick this box.

From time to time, third parties act on our behalf or with our consent and the ESAE will share your details with that third party for a specific purpose. If you do not wish us to share your information with such third parties, please tick this box.