

International Council Meeting

25 September to 29 September 2019

St Petersburg, Russia

Booking Form: Please complete ONE PER ATTENDEE and return to [kay.dacey@esu.org](mailto:kay.dacey@esu.org)

*(If you are booking more than one place you may pay together*

*but each delegate must complete a separate form with their individual details)*

|  |  |
| --- | --- |
| Attendee Name: | Email Address: |
| Name of International ESU & Branch: | Position held (i.e. Chairman/member):  Attending as Delegate or Guest: |
| Relevant Medical information; including access requirements: | Dietary Requirements: |
| Next of kin contact details:  Name:  Email:  Tel No: |  |



Payment Details

Package cost for Delegates and Guests: £495 per person

The following methods of payment are available.

Please indicate your intended method of payment:

|  |  |
| --- | --- |
|  | Credit/Debit card: please call 0207 529 1561 with card details  (we do not accept American Express) |
|  | BACS transfer:-  Bank: Coutts & Co, 440 Strand, London WC2R 0QS  Account Name: English-Speaking Union of the Commonwealth  Account No: 01817590  Sort Code: 18-00-02  Reference: ICM Sept 2019 (and your surname) |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to:** [**kay.dacey@esu.org**](mailto:kay.dacey@esu.org)



**Terms and conditions of booking:**

1. **Payment due date**: all payments **must** be made at the time of booking in order to secure your place.
2. **Refund policy:** A refund of the cost of the conference package will be given if the organisers are notified by **30 June 2019**. **No refunds can be given** **after this date.**
3. **Itinerary:** All information was correct at time of issuing this form. However events are subject to change.
4. **Visas, Health and travel insurance:** Attendees are responsible for their own healthcare and travel insurance, and visas (where applicable.)
5. **Accommodation/flights:** Attendees are responsible for booking and paying for their own accommodation and flights
6. **Accommodation/flight cancellations:** All accommodation and flights are booked at attendees’ own risk and in the event that the organisers deem it necessary to cancel the conference the ESU is not liable for any accommodation or flight cancellation fees.
7. **Booking procedure:** Bookings from ESU members will be taken on a first come, first served basis.
8. **Limit of liability:** The ESU cannot accept responsibility for any loss or damage of personal items during this event. Attendees are responsible for their own personal items.
9. **Personal Safety:** Whilst every effort has been made to ensure that this will be a safe and enjoyable event, attendees are responsible for their own personal safety.

**By signing and dating below you indicate that you have read and agree to the Terms and Conditions outlined herein.**

**Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please return this form to:** [**kay.dacey@esu.org**](mailto:kay.dacey@esu.org)