

# Conference Booking Form

Please ensure that ALL the following details are completed.

## CLIENT DETAILS

<b>Event Date(s):</b>		<b>Contact Name:</b> (before event)	
<b>Event Title:</b>		<b>Contact Name:</b> (on the day)	
<b>Organisation:</b>		<b>Order Number:</b> (if applicable)	
<b>Invoice Address:</b>			
<b>Tel:</b>		<b>Email:</b>	
<b>Fax:</b>			

## ROOM/S & DELEGATE NUMBERS

<b>Room/s:</b>		<b>Number of delegates:</b>	
<p><b><u>IMPORTANT:</u></b></p> <p><i>Delegate numbers must be confirmed 5 working days before the event. Cancellation within 5 working days of event may be charged up to 100% of room hire rate. Cancellation within 24 hours of event may be charged for room hire and catering in full. Parking is limited and if you do not operate a car sharing policy then please ask delegates to park responsibly, Red doles Lane must not be obstructed.</i></p>			

## EVENT TIMES

<b>Event start time:</b>		<b>Event finish time:</b>	
<b>Do you need any time in advance of the start time for setting up purposes? (✓)</b>			
<b>YES:</b>		<b>NO:</b>	
<b>If YES please state what time you will need to arrive:</b> (please ensure this is as accurate as possible in order for us to have staff available to assist you)			

### **BREAK & LUNCH TIMES**

**Please confirm the time/s of your refreshment break periods:**

<b>1<sup>st</sup> refreshments:</b>	
<b>Mid-morning refreshments:</b>	
<b>Mid-afternoon refreshments:</b>	
<b>Any other break times?</b>	

Refreshments consist of Tea, Coffee, Herbal Teas & Biscuits.  
Complimentary orange cordial, water and mints will be provided in your room.

**If you require lunch, please indicate your buffet choice and lunchtime below:**

<b>Buffet choice:</b> (all menus include Tea and Coffee)	
<b>Time:</b>	
<b>Any special dietary requirements?</b>	

### **EQUIPMENT REQUIRED**

**Please indicate below what equipment you will require (✓)**

Please note we charge for the hire of laptops & projectors, see equipment charges.  
The use of internet and DVD players are included in this charge.

<b>LCD Projector</b>		<b>Laptop</b>		<b>Flip Chart</b>	
<b>Laptop/PC with Internet access</b>		<b>Video player</b>		<b>DVD Player</b>	

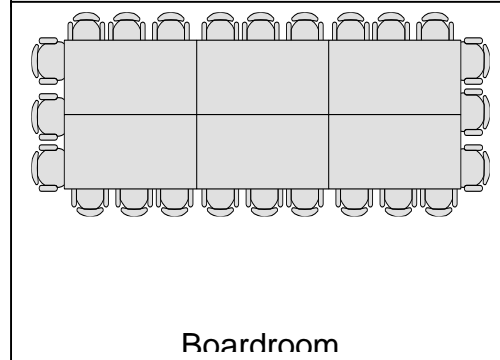
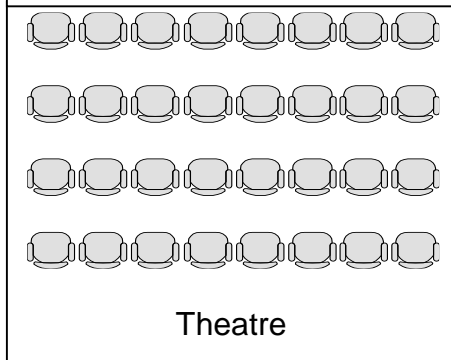
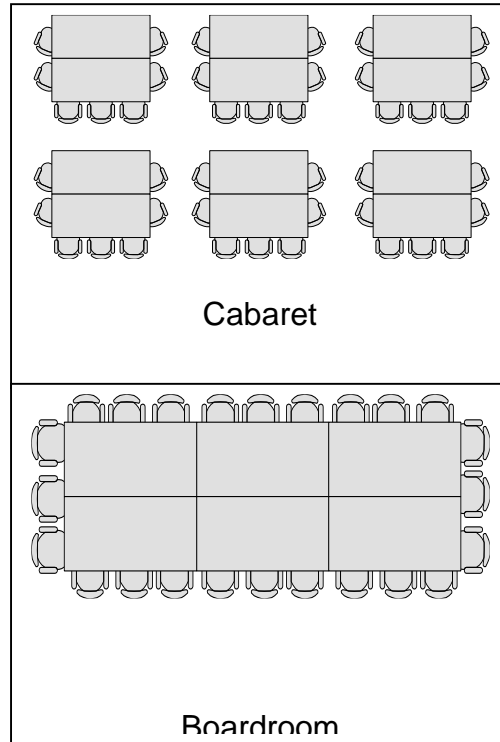
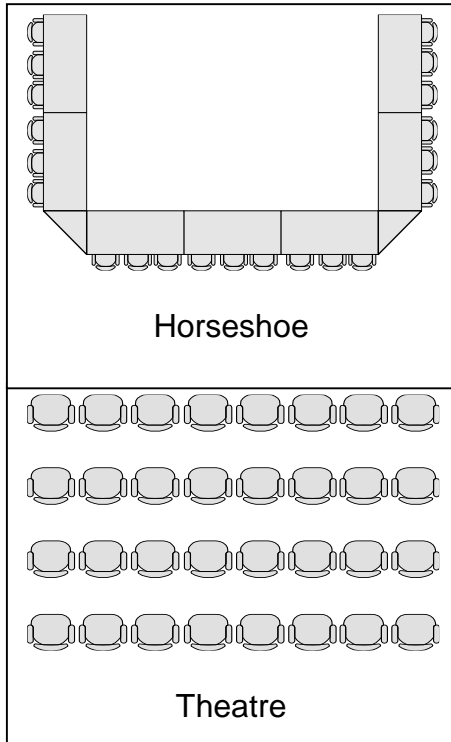
### **DELEGATE REGISTER**

**Please indicate below whether your event will have a delegate register (✓)**

<b>YES:</b>		<b>NO:</b>	
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All delegates attending the Textile Centre of Excellence are required to sign in unless they are on an event register.

**ROOM LAYOUT**



**Above are some of the room layouts available. In the box below, please indicate which style you prefer, but note that room size and delegate numbers may affect the final layout**

<b>Preferred room layout:</b>	
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Signed: \_\_\_\_\_

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

Please fax, post or e-mail the completed booking form to:

Lynn Giblin  
Textile Centre of Excellence  
Red Doles Lane  
Huddersfield  
HD2 1YF

Tel: 01484 346500

Fax: 01484 346501

Email: [lynngiblin@textile-training.com](mailto:lynngiblin@textile-training.com)