

Textile Centre of Excellence

Conference Booking Form



Please ensure that ALL the following details are completed..

CLIENT DETAILS

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

ROOM/S & DELEGATE NUMBERS

Room/s:		Number of delegates:	
<p><u>IMPORTANT:</u> <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</i></p>			

EVENT TIMES

Event start time:		Event finish time:	
Do you need any time in advance of the start time for setting up purposes? (✓)			
YES:		NO:	
If YES please state what time you will need to arrive: (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:

1st refreshments:	
Mid-morning refreshments:	
Mid-afternoon refreshments:	
Any other break times?	

Refreshments consist of Tea, Coffee & 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:

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

EQUIPMENT REQUIRED

All rooms are equipped with an overhead projector, screen and 1 flip chart
please indicate below what additional equipment you will require (✓)

LCD Projector		Laptop		Extra Flip Chart	
Laptop/PC with Internet access		Video player		DVD Player	

We do not charge for the use of the above equipment, however, if we do not have any item available for use we will hire one on your behalf, and this cost will be added to your invoice.
If you do not want us to hire any equipment on your behalf please tick here

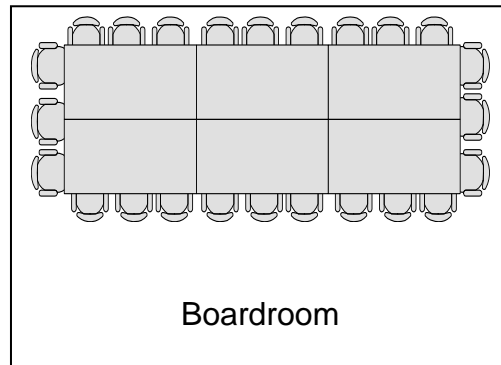
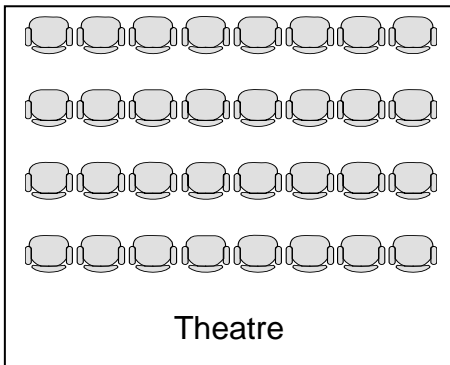
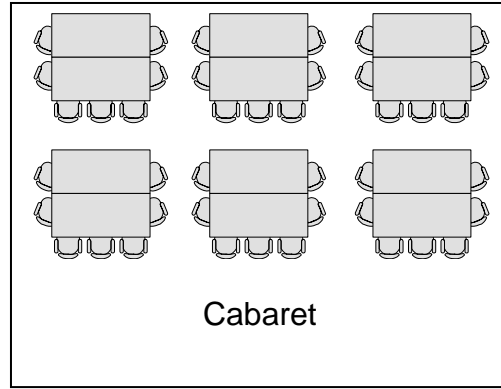
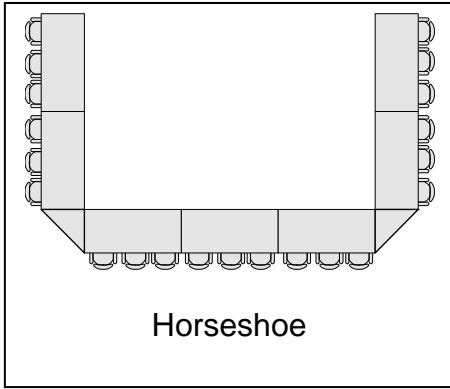
DELEGATE REGISTER

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

YES:		NO:		
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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

Preferred room layout:	
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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:

lynn giblin@textile-training.com