

**Wildlife and School Grounds Conference**

Thank you for your interest in this FREE event. Are you a conservation or wildlife professional, gardener or educator? Come and join us at our:

## Wildlife and School Grounds Conference

Be inspired by Europe-wide wildlife projects in school grounds

Take part in practical workshops run by the Learning through Landscapes Trust, RSPB and the Wildlife Trusts along with others

Network with specialists and enthusiasts in the industry

Whether you are urban or rural we can all support learning through nature to inspire, equip and empower individuals and communities to live sustainably.

## Book your place

To secure your place on this event we are asking for the following information.

**You will only be charged the £20 admin charge if you DO NOT ATTEND.** Please complete this Booking form online and return your payment information (below) and purchase order reference (if appropriate) to:

[enquiries@ltl.org.uk](mailto:enquiries@ltl.org.uk) or post to the Learning through Landscapes Trust, Ground Floor, F Block, Clarendon House, Monarch Way, Winchester, Hampshire SO22 5PW

On receipt of this form your booking will be confirmed by email with further joining information. This form will be destroyed just after your attendance at this event or after the received of a payment for non-attendance as per GDPR compliance. If you have any questions before submitting this form please email the address above.

## Booking form

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date | Thursday, the 13th June 2019 9:30 AM – 4:30 PM BST | | |
| Venue Address | Leicester City Hall  City Hall, Leicester City Council,115 Charles Street  Leicester LE1 1FZ | | |
| Person(s) attending event |  | Job Title(s) |  |
| Phone Number |  | Email |  |
| Organisation Address / Head Office |  | | |

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## Payment Details

**Please complete if different from booking details on page one.**

|  |  |  |  |
| --- | --- | --- | --- |
| Official Purchase Order Number or Reference  This may be the name of the person placing the order | |  | |
| Name of Payer  Name of company, local authority or school for invoice | |  | |
| Address for Invoice  Post Code |  | | |
|
| Contact name for Invoice |  | Job Title |  |
| Email |  | Telephone |  |

## Agreed Event Costs

|  |  |  |
| --- | --- | --- |
| Admin charge for **non-attendance** at the event  (only payable if you do not attend) | £20.00 (per person) including of VAT of £3.33 | |
| Total Gross Due (if you do not attend) | **£20.00 (per person)** | |
| Please invoice me / my organisation using the details provided. | |  |
| I have included a cheque made payable to Learning through Landscapes Trust | |  |
| I have called 01962 845811 and submitted my details (this will be confirmed) | |  |

## Payment by Credit or Debit Card (if applicable)

**There will be an added charge of 3.5% on the gross due when using card payments.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please charge the agreed amount of | | |  | | | | |
| Card Type |  |  | |  |  |  |  |
| Card Number |  | | | | | | |
| Full Name on Card |  | | | | | | |
| Card Expiry Date |  | | | Card Issue Date | |  | |
| Card Security Code |  | | |  | |  | |

## Cancellation Policy

LTL reserves the right to apply the following cancellation terms:

* There will be no admin charge if written notification for non-attendance / cancellation is received 21 working days or more before the event/course
* ALL cancellations must be in writing, email will suffice: telephone cancellations alone cannot be accepted.
* Non-payment and/or non-attendance alone do not constitute a cancellation.
* We reserve the right to cancel any event/course at any time without liability due to unforeseen circumstances; however we will endeavour to offer you a suitable alternative date, credit note or full refund.

## Copyright and Data Protection

* All copyright and other intellectual property in all material which LTL prepare for use prior to or during conferences & training courses, including online material and course books, shall be and remain vested in us.
* Duplication or use of any materials given to you for distribution to others by electronic or other means is not permitted

LTL adheres to relevant data protection standards, and we will look after your data carefully and never sell it to a third party. However LTL will use your contact information for our marketing and will sign you up as a free supporter member from which you can unsubscribe at any time.

## Booking Confirmation

**I agree with event details, costs, cancellation and policies above:**

Signature/ Typed Name of Person:

Date of Booking:

Please return with your payment information and official order number to: [enquiries@ltl.org.uk](mailto:enquiries@ltl.org.uk) or post to Learning through Landscapes | Ground Floor, F Block | Clarendon House | Monarch Way | Winchester | SO22 5PW

**Finance Office Use Only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Number | 822-002 | Income Code |  | S/L Code |  |
| Invoice Number |  | Date |  | P/Dates |  |
| Progress Number |  | Initials |  |  |  |