

Delegate Booking Form – Writing on the Wall Conference

Delegate Details

Title..... Surname.....
 First name.....
 Address.....

 Postcode.....
 Contact Tel No
 E-mail.....

Dietary & Disability Requirements

Vegetarian Vegan
 Hearing Impaired Wheel Chair Access Required
 Other (Please State)

Registration Fees (Please Tick Relevant Box)

All fees include refreshments & lunch	Early Bird (by Friday 7th April)	Late Bird
Individual	<input type="checkbox"/> £20	<input type="checkbox"/> £30
Organisations	<input type="checkbox"/> £30	<input type="checkbox"/> £40

Optional Extras

Hadrian's Wall Visit
 1-5pm Friday 28 leaving from University Registration Point £5

Evening Meal
 The Assembly Rooms, Newcastle
 Hot sit-down meal (drinks not included) £25

Your Total conference Costs (please complete)

Registration Fee	£
Hadrian's' Wall Visit	£
Evening Meal	£
Credit Card Fee (if applicable)	£
Total	£

Payment Details – (All payments are in GB Pounds Sterling) (Please tick Relevant Box)

By Cheque / Bank Draft (payable to 'Benchmark Communications' and drawn on a UK bank

By Credit / Debit Card
 Please deduct the total sum from:

MasterCard Visa Debit Card
 Switch

Switch only: Valid from date:
 Issue no.

Please note: We cannot accept American Express or Diners Card.
 All credit card payments are subject to an additional charge of £2.00
 Card No:.....
 Expiry Date:
 Name, address and tel. no of cardholder if not delegate:

Cardholder's Signature

Accommodation – If you require accommodation we suggest you go to www.visitnewcastlegateshead.com

Accessibility
 ARTS UK wishes to make the Conference fully accessible to all. If there is any facility which would make it possible for you to attend and benefit from the Conference, please indicate this on the booking form and we will contact you to discuss this further.

Cancellation Policy
 All cancellations must be made in writing to Conference Secretarial at:
 Benchmark Communications Ltd
 14 Blandford Square
 Newcastle upon Tyne
 NE1 4HZ
 Cancellation before 7/4/06 will receive a full refund after the conference has taken place. Cancellations after 7/4/06 will not be entitled to any refund. Substitute delegates are welcome at any stage.

Post to: Writing on the Wall Conference
 Benchmark Communications Ltd
 14 Blandford Square
 Newcastle upon Tyne
 NE1 4HZ

Fax to: 0191 245 3802

Enquires:
 E-mail: wow@benchcom.co.uk
 Tel: 0191 241 4523

All Bookings must be received by 24th April 2006
 Once you have booked your place more details will be sent to you including location/directions and the chance to select sessions