

‘Researching and Evaluating Personal Development Planning and e-Portfolios.’

**The first international residential seminar
9th -11th October 2006, the Oxford Belfry, Oxfordshire, UK, OX9 2JW.**

Delegate information – please complete your details as you would like them to appear on your delegate badge:		
Surname:	Forename:	Title:
Job Title:		
Organisation:		
Address for Correspondence:		
Post/ZIP Code:	Email Address:	
Telephone No:	Fax No:	
Please indicate if you have any special requirements, including mobility, sensory or dietary:		
Conference packages: please indicate which option you would prefer:		
Whole conference residential place (this includes the complete conference programme, an en-suite bedroom for 9 th and 10 th Oct and all meals, including an evening meal on 9 th and the conference dinner on the 10 th October).	£395	
Whole conference non-residential place (this includes the complete conference programme plus lunch and refreshments on each day. No accommodation or evening meal).	£255	
Day delegate – Monday 9th October (this includes the conference programme for the day, lunch and morning and afternoon refreshments. No accommodation or evening meal).	£100	
Day delegate – Tuesday 10th October (this includes the conference programme for the day, lunch and morning and afternoon refreshments. No accommodation or evening meal).	£100	
Day delegate – Wednesday 11th October (this includes the conference programme for the day, lunch and morning and afternoon refreshments. No accommodation or evening meal).	£100	
Evening meal – Monday 9th October (3 course restaurant meal).	£30	
Conference dinner – Tuesday 10th October (includes pre-dinner drinks, 4 course meal and a half bottle of wine).	£55	
Total:	£	
Additional accommodation – Sunday 8th October (includes a double/twin room with breakfast on 9 th October. No evening meal). Please book direct with hotel using our name as a reference: Contact Angela Jordan by telephone on +44 (0) 1844 277 512 or email conf2ob@marstonhotels.com	£90	
Additional accommodation – Wednesday 11th October & Thursday 12th October (includes double/twin room with breakfast. No evening meal). Please book direct with hotel using our name as a reference: Contact Angela Jordan by telephone on +44 (0) 1844 277 512 or email conf2ob@marstonhotels.com	£110 per night	

Payment details: please give the details of whoever is responsible for paying for your booking. If these are the same as provided above, then leave this section blank.		
Surname:	Forename:	Title:
Job Title:	Department:	Institution:
Billing Address:		Post/Zip Code:
Tel:	Fax:	Email:
Payment method: please note that we can only accept cheques, purchase orders or payment in electronic format. Please tick the appropriate box and add information where required.		
<input type="checkbox"/>	Cheque UK delegates – please enclose your cheque with this form. Your booking cannot be confirmed until payment has been received. You should make it payable to The Centre for Recording Achievement .	
<input type="checkbox"/>	Cheque Overseas delegates – we are happy to accept cheques from overseas but this is subject to an additional processing charge of £10 per cheque. The rates are as follows: US delegates \$750/European delegates €580 .	
<input type="checkbox"/>	Purchase Order – please enclose a hard copy of an authorised purchase order with this form. Your booking cannot be confirmed until this is received. Please indicate the Purchase Order Number here: Purchase Order Number:	
<input type="checkbox"/>	Electronic Payment: please make arrangements for the electronic transfer/BACS payment to be paid to: Account Name: The Centre for Recording Achievement Account No: 41921401 Sort Code: 08-60-68	
Data Protection Act Statement:		
The information supplied on this booking form will be stored in paper and electronic format by the Centre for Recording Achievement.		
I have read and understood the above statement.		
Signature:		Date:

Please tick to indicate your agreement with the following:

- I agree to my name, institution and email address being featured on the delegate list that will be distributed to all delegates.
- I agree that the information I have supplied can used by CRA to market any future events or information that may be of interest to me.

Please Note: Places at this event are allocated on a 'first come, first served basis'. The closing date for bookings is **Tuesday 5th September 2006**. If a delegate is unable to attend, a replacement can be nominated. If a delegate is not replaced, cancellation charges will apply. No refunds can be made if a place is cancelled after **8th September 2006**. CRA reserves the right to modify or cancel the event if unforeseen circumstances arise.

**Return to: Gail Young, Conference Administrator,
The Centre for Recording Achievement, 39 Bridgeman Terrace, Wigan, Lancashire, WN1 1TT.
Tel: No: +44 (0) 1942 826761; Fax No: +44 (0) 1942 323337;
E-mail: gail@recordingachievement.org
Booking forms can be returned via post, fax or e-mail.**