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Booking Form for GEM Study Weekend 2008

NETHERLANDS

Wednesday 14 May – Saturday 17 May 2008

Please complete **all** three sections of this booking form and return to:

Group for Education in Museums, 131 Trafalgar Street, Gillingham, Kent, ME7 4RP
Tel/Fax: 01634 853424 Email: gemoffice@btinternet.com

Each application must be made on a separate form – photocopies are acceptable.

Refunds for cancellations are subject to a £15 administration charge. Cancellations cannot be accepted after 14 April 2008.

A. DELEGATE DETAILS

Name:

Organisation:

Address:
Postcode:

Tel: Email:

Type of delegate: GEM Member GEM Membership No:
Is this Personal or Institutional*?

Note: This event is for GEM members only. However, you may apply to join GEM at the same time as applying for this study weekend.

Special requirements (including diet):

B. PAYMENT DETAILS *Full payment must be made by 14 April 2008*

Note: We also accept payment by debit or credit cards – please contact the office for details.

Either I enclose a cheque (in Pounds Sterling made payable to Group for Education in Museums) for £ (see over for details).

Or Please invoice me (or authorised payer) for £ (see over for details). An official purchase order must be attached.

Purchase Order No:

* Institutional membership covers the attendance of up to four members of staff at GEM events each year.

C. STUDY WEEKEND FEE DETAILS

The study weekend fee includes the cost of transport between venues, Thursday and Friday evening meals, and accommodation in a twin en suite room at the Hotel Ibis, Amsterdam for Wednesday, Thursday and Friday nights and breakfast the following mornings. All other meals, refreshments and other expenses are the responsibility of the delegate.

Delegates may pay a supplement to stay in a single en suite room, and may also choose to pay for an extra night on Saturday.

Please complete part (a) and either part (b) or part (c), and then part (d) if required. Tick what you require and enter the appropriate amounts in the last column. Then total and enter this figure in section B overleaf.

	Tick if required	Cost for GEM members	Cost for non-members	Amount due
Part (a)				
STUDY WEEKEND FEE		£345.00	N/A	
Part (b)				
I would like to share a twin en suite room.		no extra cost	N/A	
I would like to share my room with (if known):				
Part (c)				
I would like to pay a supplement for a single en suite room for the three nights.		£140.00	N/A	
Part (d) Additional night:				
I should like to book an additional night (Saturday) in a shared twin en suite room.		£65.00	N/A	
I should like to book an additional night (Saturday) in a single en suite room.		£120.00	N/A	
TOTAL				

Notes

- (a) We have booked a number of single and twin en suite rooms at the Hotel Ibis Amsterdam City Stopera and we shall do our very best to accommodate the particular needs of delegates, although this is not guaranteed.
- (b) Places are limited and will be allocated on a first-come first-served basis, and we shall operate a waiting list if oversubscribed.
- (c) If payment is not received in full by 14 April we shall have to cancel your place and offer it to the person at the top of the waiting list.
- (d) Delegates are responsible for making their own travel arrangements to the hotel in Amsterdam, and for ensuring they have valid travel documents, insurance, etc.

Receipt of this booking form will be acknowledged by email, so please ensure your email address is clearly written in the box overleaf.