



UKES 2003 CONFERENCE

CITY HALL, CARDIFF

1st to 3rd DECEMBER 2003

EVALUATION: STRENGTHENING ITS USEFULNESS IN POLICYMAKING AND PRACTICE

Booking Information

Delegate Fees

	Member	Non-Member	Student
Conference 2nd & 3rd December	£245	£295	£150
Workshop	£50	£75	£30
Banquet	£30	£30	£30

Conditions and Notes of Booking

- Your name, and the name and address of your organisation should be printed **IN FULL**.
- Delays can often occur when forms require financial clearance from employers. To ensure attendance, please send a copy of your booking form direct to the Conference Administrator with a copy of purchase order, and note this will be taken as a commitment to attend and your agreement to pay fees in full.
- All delegates will receive written confirmation of their place before the Conference. If you have not received confirmation of your place within **14 working days** please phone or email the administrative office to check. Unconfirmed delegates will not be admitted on the day. Confirmation of registration, local and travel information, map and receipt (if requested) will be sent in acknowledgement of all bookings. Additional conference materials will be available on the day.
- Telephone and email reservations are accepted. Places are confirmed on receipt of a booking form.
- ALL CANCELLATIONS MUST BE NOTIFIED IN WRITING BY POST OR FAX TO THE CONFERENCE ADMINISTRATOR by 15/11/2003
- Cancellations must be made in writing and will be subject to a 50% administrative charge. No refunds can be made within 14 days of the event. Substitute delegates will be accepted at any time. The Society reserves the right to restrict the number of student places.
- The UKES reserves the right to change the venue and/or speakers at any time without prior notice. The right is also reserved to cancel the event, in which case a full refund will be made. The organisers will not be held responsible for pre-booked travel tickets or other expenses - purchase of appropriate insurance is advised.
- The information given on this form will be held on computer. The UKES may on occasion pass this information to other organisations or use it to circulate material we believe to be of interest to you. Please mark the box if you do not wish your details to be recorded in this way

Bursaries

Please contact the Conference Administrator for further information.

Display Space and Sponsorship

Please contact the Conference Administrator for further information.

UKES 2003 Conference Booking Form

Please reserve one place at the UKES 2003 CONFERENCE
Please note the conditions for booking.

Use **BLOCK CAPITALS** or type:

Surname: _____ Initials: _____ Title: _____

Forename used: _____

Organisation: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Special requirements (e.g. diet/access): _____

UKES Member: YES/NO

Full time student: YES/NO

Payment

The enclosed payment/invoice request covers attendance at the conference for the indicated sessions:

	Member	Non-Member	Student
Conference 2nd & 3rd December	£245.00 <input type="checkbox"/>	£295.00 <input type="checkbox"/>	£150.00 <input type="checkbox"/>
Workshop	£ 50.00 <input type="checkbox"/>	£ 75.00 <input type="checkbox"/>	£ 30.00 <input type="checkbox"/>
Banquet	£ 30.00 <input type="checkbox"/>	£ 30.00 <input type="checkbox"/>	£ 30.00 <input type="checkbox"/>
*Total Due	£	£	£

- I enclose a cheque for £ _____ payable to The UK Evaluation Society
- Please invoice me for *Total Due at the above address
- Payment will be by Bank Transfer. Please contact the Conference Administrator for further information.
- Please debit £ _____ from my credit card as follows: Visa, Mastercard* (Please delete)

Expiry date of card: ____ / ____

Account Number: ____ / ____ / ____

Name, as it appears on the card: _____

Card billing address (often a home address): _____

Signed: _____ Date: _____

Please send a receipt

**PLEASE RETURN
COMPLETED FORM TO;**

**Fiona House
UKES 2003 Conference Administrator
2 Cinque Ports Way, Seaford
East Sussex, BN25 3UF**

**Tel: 01323 897708
Fax: 01323 897235
Email
fiona.house@btopenworld.com**