

Participant Booking Form

In-community Conference 2022

Tuesday 4th October 2022

Royal Ascot Racecourse

Berkshire

Please read the following points before completing this participant/Attendee form:**

This event for public and private sector procurement, finance and audit professionals and their associated departments and staff members, subject to the terms and conditions below.

- There is no charge for you as a Participant/Attendee**
- Please ensure that all parts of the booking form below are completed prior to returning to events@in-tend.co.uk

Organisation Details

Organisation	
Contact Name	
Contact Number	
Contact E-mail	

Participant Details

Please ensure;

- Participant details are completed in full, including mobile numbers (this is important in case there are last minute changes to the event or in case of emergency)
- Spellings are correct, as this information is used for name badges
- Any changes prior to the event are forwarded through to events@in-tend.co.uk
- Please add as many participants as you require by completing the tables below



Participant One

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	

Participant Two

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	

Participant Three

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	

Participant Four

Full Name	
Job Title	
Mobile Number	
E-mail	
Dietary Requirements	
Access Requirements	



Your name and organisation details will be used in the production of a participant list which will be shared with event stakeholders after the event. This will not include your direct contact details. Furthermore, In-tend will never share your contact details with other third parties.

Tick here to opt out

Participant/Attendee** - Terms & Conditions of Booking and Cancellation Information

Cancellation by participants/attendees** on events for which there is no attendance* charge.

If you need to cancel your booking/s, In-tend's cancellation policy is as follows:

1. Any cancellation details to the Events are to be sent by email to events@in-tend.co.uk. We request that participants (either lead or individual) inform us of cancellations as soon as possible in order that we can maintain an accurate record, and can, if necessary, reallocate the place/s to any people on the waiting list.
2. Please inform the Events events@in-tend.co.uk in the event that you wish to send a replacement colleague. Please include their requirements (e.g. dietary, access etc) in order that we can ensure that we offer them the best possible service at the event. It may not be possible to accommodate changes to dietary requirements made within 14 days in advance however, however we will try our up-most to accommodate.
3. Any cancellations after 14 days of registration, where a replacement colleague has not been nominated the organisation will be charged at a rate of a Day Delegate rate of £80 (+VAT). Please note places are limited and costs are incurred by In-tend at point of sale. An invoice will be automatically generated and sent to your organisation.
4. Non-attendance at the event will also be treated as a cancellation and your organisation will be subjected to a cancellation fee of £80 + VAT per participant as a contribution to covering the delegate rate incurred by In-tend. An invoice will be automatically generated and sent to your organisation.
5. By completing and returning this form on behalf of your Organisation, You are entering a contractual agreement with In-tend, and therefore it is your responsibility to comply with the terms and conditions on this form, including but not limited to the cancellation policy.

Cancellation	Fee Applicable per Participant
Within 14 days of registration	No Charge
Failure to Attend	£80 +VAT Cancellation fee will be charged



6. Definition of Attendance - Confirmed registration with the issue of named lanyard on the day of the event with In-tend Ltd.
7. Participant/Attendee** - The participant/attendee is expected to actively interact with day delegates, exhibitors and like-minded procurement colleagues and peers during the event for the purpose of maximum event engagement and knowledge transfer within the procurement sector.

