

In-tend Delegate / Trainee Booking Form

Delegate spaces for seminars are available at a first come, first served basis and are reserved by submitting a completed booking form. Places are confirmed once full payment is received.

Please read the following points before completing this form:

- By returning a completed booking form, you are confirming that you would like to attend the event and agreeing to make the full payment **before the event date**.
- Once the full payment is received, your place at the event will be confirmed
- Any prices stated is **per delegate / attendee**

Please ensure that all parts of the booking form below are completed before returning. You will need to contact procurementservices@in-tend.co.uk if you wish to change any delegate names.

Event Details – Bite Sized Bid Management

Event option (Select all that apply)	Event date (DD/MM/YYYY)
Part 1: Demystifying Public Sector Procurement	
Part 2: Improving Your Bid Responses	
<i>The price for this training is just £109.99 +VAT each or £199.99 + VAT for both.</i>	
Bid Review Package <i>We also offer an upgrade for £425 +VAT that includes the above workshops PLUS a 3-hour Bid Review. During this review, one of our experienced Bid Writers will provide constructive feedback on a recently completed bid, helping you improve your responses for future opportunities.</i>	

Company Details

Please ensure that all sections are completed.

Company Name	
Company Address	
Post Code	
Main Contact Name	
Contact Number	
Contact Email	

Payment Instructions

All delegate places should be made by credit card on return of booking form. Contact 0114 407 0056 to make card payment or request a call back on return of booking form via email.

Please refer to the Terms and Conditions on page three, for the payment and cancellation terms.

Delegate Details

Please provide the details of the attending delegates, including at least one mobile number for emergency contact on the event day. You may add as many delegates as needed.

Day Delegate One (Primary)

Full Name	
Job Title	
Mobile Number	
Email	

Day Delegate Two

Full Name	
Job Title	
Mobile Number	
Email	

Day Delegate Three

Full Name	
Job Title	
Mobile Number	
Email	

Day Delegate Four

Full Name	
Job Title	
Mobile Number	
Email	

Please send your completed booking form to procurementservices@in-tend.co.uk

Conditions of booking and cancellation information

Booking

For current event costs, dates and locations, please refer to our website, www.in-tend.co.uk

Before booking onto an event or workshop, please ensure that you have read the event programme and/or content, or spoken to an advisor at In-tend Ltd to ensure that the event will meet your requirements.

If an event registration/booking form is completed by an individual other than the named delegate / trainee, it is the responsibility of the employer to ensure that the delegate is authorised and able to attend the event on the employer's behalf.

Upon receipt of your registration/booking form and subsequent payment, your place(s) will be confirmed.

Important note: In-tend's acceptance of your booking brings into existence a legally binding contract between us on these terms and conditions. Any term sought to be imposed by you in any purchase order or correspondence will not form part of the contract.

Bid Review

Failure to provide materials for review by In-tend within 60 days of workshop attendance will result in forfeiture of the bid review. Bid review will be delivered remotely, and may at the consultants discretion offer a web-meeting for debriefing. The Bid review is non-transferable and non-refundable.

Invoicing and payment

Delegate fees (including any card processing and/or booking fees applicable) are payable upon booking unless a valid, authorised Purchase Order is provided and accepted.

For on-line bookings paid at the time of booking, invoices/receipts will be issued electronically on completion of the booking.

For bookings accepted with purchase orders, invoices will be sent via post to the name and address provided on the booking form and must be paid by return to secure the booking or not later than 10 working day prior to the start of the event, whichever date occurs soonest (the "due date").

Payment must be made in pounds Sterling by cheque, credit/debit card or BACS.

If any amount properly due to In-tend under or in connection with these terms and conditions remains outstanding beyond the due date In-tend may:

- a. charge interest on the overdue amount at the rate of 8% per annum above the base rate of Lloyds TSB Bank PLC from time to time (which interest will accrue daily until the date of actual payment, be compounded quarterly, and be payable on demand); or
- b. claim interest and statutory compensation pursuant to the Late Payment of Commercial Debts (Interest) Act 1998.

Event attendance

Delegates will receive joining instructions via email to the email address provided on the booking form.

It is the responsibility of the individual completing the event registration/booking form to ensure joining instructions are received by the delegate. Instructions will be sent via email to the email address provided on the booking form.

If the joining instructions are not received, it is the responsibility of the individual who completed the event registration/booking form to contact In-tend Events department to arrange for them to be reissued.

Failure to attend the event will result in the full cost being incurred. No refund shall be given.

Failure to attend an event at which a free or concessionary rate place

was given may at In-tend's sole discretion result in the delegate becoming ineligible for such places at future event(s).

In-tend will send all correspondence primarily via email to the email provided on the booking form. If alternative details are received after the booking form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.

It may be necessary, for reasons beyond the control of In-tend, to change the content and timing of the programme, the date, the venue or the speaker(s).

Cancellations and Amendments

All requests for cancellations and/or transfers must be received in writing.

Changes will become effective on the date of written confirmation being received.

The appropriate cancellation charge will apply based on the cost of your booking (excluding any card processing fees and/or booking fees previously applied), as shown below;

Calendar days Before the Event Start Date	Fee Applicable
15 calendar days or more	75% fee liable
Within 14 calendar days of the event (inclusive)	100% fee liable
Failure to attend	100% fee liable

For employer bookings only, in the event of a delegate named on the booking form being unable to attend, we will accept substitution of another delegate on the condition that written notification of the substitution has been received by us prior to the event date.

In the event of there being insufficient numbers booked onto an event, In-tend reserves the right to cancel or postpone the event.

In the event of cancellation of an event by In-tend, we will endeavour to inform all delegates a week before the event is due to take place, although please be aware that this is not always possible. All event fees paid will be reimbursed in full, or the payment will be transferred in full to another In-tend event. In-tend shall not accept liability for any consequential loss and shall have no liability to reimburse any other costs that may have been incurred; including transport costs, accommodation etc.

Transfers

Transferring to another date or location is permitted at the discretion of In-tend Ltd, where space is available on another date / location, and transfer has been accepted, this will be subject to a transfer fee of £49.99 + vat, payable by credit card before transfer is undertaken.

Force Majeure

In-tend shall not be liable to refund of fees or for any other penalty should the event be cancelled due to war, fire, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.

Entire Agreement

These terms and conditions, together with the current In-tend website prices, event details and In-tend contact details, set out the whole of our agreement relating to the event. These terms and conditions cannot be varied except in writing signed by a Director of In-tend. In particular, no terms and conditions incorporated within your purchase order and nothing said by any person on behalf of In-tend should be understood as a variation of these terms and conditions or as an authorised representation about the nature or quality of any goods offered for sale by In-tend. In-tend shall have no liability for any such representation being untrue or misleading.