


# NFA One Day Event

<p align="center"><b>ALMO Board Chairs and Board members</b> Wednesday 27<sup>th</sup> November 2019 10.00am - 16.00pm London</p>	<p><b>RATES:</b> £200 + VAT per delegate (includes lunch)</p> <p> <b>Multi-person discount for members</b></p>
<p><b>Location: Friends House</b> 173 – 177 Euston Road, London NW1 2BJ</p>	<p>Book 2 places and get the <b>3<sup>rd</sup> HALF PRICE</b></p>
<p><b>ORGANISATION NAME:</b> <b>Contact email:</b></p>	<p><b>Purchase Order No.</b></p> <p>Please tick the appropriate box:</p>
<p><b>Invoice Address:</b></p> <p><b>Email address the invoice is to be sent to:</b></p>	<p>£200+VAT per delegate <input type="checkbox"/></p> <p>Multi-person discount <input type="checkbox"/></p> <p><b>Authorised by:</b> <b>Job Title:</b></p>
<p><b>Name of Delegate 1:</b></p> <p><b>Job Title:</b> <b>Email for Joining Instructions:</b></p> <p><b>Tel No:</b> <b>Special/dietary Requirements*:</b></p>	<p>*Invoices will be sent via email from HouseMark finance team.</p>
<p><b>Name of Delegate 2:</b></p> <p><b>Job Title:</b> <b>Email for Joining Instructions:</b></p> <p><b>Tel No:</b> <b>Special/dietary Requirements*:</b></p>	<p><b>Terms and Conditions:</b></p> <p>All cancellations must be made in writing and must reach us at least ten working days before the event. In the event of cancellation an administration fee of £50 will be charged. If we receive notification after this date or a delegate fails to turn up to an event, the full fee will be payable. If the named attendee must cancel, no fees will be incurred if you nominate a named replacement.</p>
<p><b>Name of Delegate 3:</b></p> <p><b>Job Title:</b> <b>Email for Joining Instructions:</b></p> <p><b>Tel No:</b> <b>Special/dietary Requirements*:</b></p> <p>*Please note that vegetarians are automatically catered for</p>	<p>We aim to make sure that the events run as planned. However, there may be times when, due to circumstances beyond our control, we have to cancel the event. Should this be the case we will give you as much notice as possible. If you have already paid for the event we will give you a full refund. Should we run the event again, we will give you priority. Unfortunately, we are unable to reimburse any expenses you may incur.</p>
<p><b>Please fill this form in electronically or alternatively send a scanned copy to the e-mail address below:</b> Email: <a href="mailto:alli.ward@almos.org.uk">alli.ward@almos.org.uk</a> Tel: 024 7647 2729</p>	