

BOOKING FORM

EVENT TITLE:		
DATE & TOWN:		
CONTACT NAME:		TEL:
EMAIL:		
ORGANISATION NAME:		
ADDRESS:		
POST CODE:		
DELEGATE NAME(S): (For more than 4, use separate sheet)	STATUS: ASC/ Family / Professional	JOB TITLE: (If Professional)
1		
2		
3		
4		
NO OF PLACES REQUIRED:		TOTALS:
..... PROFESSIONALS	@ £	= £.....
..... PEOPLE WITH ASC	@ £	= £.....
..... FAMILY MEMBERS	@ £	= £.....
ENCLOSED CHEQUE TOTAL:		£.....
Please see website for delegate rates for event you wish to attend or call 01844 353292		
INVOICE ADDRESS (only for those paying professional rates and requiring a vat invoice)		
EMAIL INVOICE TO:		
SPECIAL NEEDS (eg mobility, sensory, dietary):		
TERMS & CONDITIONS:		
Please see attached terms & conditions and privacy & cancellation policies, and note that when you submit this booking form, you are deemed to be accepting and agreeing to them.		
MAILING LIST:		
We will add you to our emailing list for information about our future events. We will not share your details with anyone else. If you do NOT want to be on our emailing list, tick here: <input type="checkbox"/>		

Please send with your cheque to: Autism Oxford, PO Box 57, Chinnor OX39 4XB or

Book and pay online at www.autismoxford.org.uk/bookingpage.html

Autism Oxford Privacy Policy

Autism Oxford will keep the information provided on the booking form and use this to contact delegates by email about future events. To unsubscribe from our emailing list, reply to any email from us with 'unsubscribe' in the subject line, or email us at info@autismoxford.org.uk. Your contact information will not be disclosed to any outside organisation or individual.

Autism Oxford does not store any delegate financial details.

Terms and Conditions

1. In the event of unforeseen circumstances, we reserve the right to cancel or alter parts of the programme and/or change the speakers without prior notice.

2. Cancellations:

- Cancellation of a booking must be received in writing at least 6 weeks prior to the event, otherwise the following costs will be incurred:
 - 50% of booking fee will be payable for cancellations received between 6 and 4 weeks prior to event
 - 100% of the course fee will be payable for cancellations received less than 4 weeks prior to event, or for non attendance
- No charge will be made for replacement delegates

3. Financial Terms:

- Confirmations of bookings and receipts for payment will normally be sent by email within 2 weeks of payment being received
- It is not cost-effective to invoice for small amounts, so Autism Oxford is unable to raise invoices for amounts under £100 unless a vat invoice is required
- Autism Oxford is unable to grant extended credit and therefore must request that full payment be made within 30 days from the date of invoice. Should payment not be received within 30 days from the date of invoice, an administration charge of £40+vat will be applied

4. Recording:

- Autism Oxford may record and/or take photographs at all events for publication in leaflets or on a website without requesting further permission from delegates
- Delegates consent to their questions and comments from the floor being included in any recordings and reviews of the event
- Delegates do not have permission to take photographs or make audio or video recordings of any part of the event. Some of our speakers may be caused acute anxiety by delegates taking photographs or recordings
- Any delegate wishing to take photographs or audio or video recordings must first obtain permission from Autism Oxford with as much notification as possible. Agreement will then be requested of the speakers, whose decisions and/or conditions must be respected.
- Delegates agree not to publish any portion of the proceedings they may have recorded without permission
- If permission to publish is granted, this will be on the strict understanding that only brief extracts will be used, that they will not be used in a misleading context, and that the speaker and any organisation they represent, and Autism Oxford, are acknowledged

The information and photographs on our website are not to be reproduced or distributed in any way without the prior consent, in writing, of Autism Oxford.