



Association of Managers in Higher Education

AMHEC Conference 2012: BOOKING FORM

Conference Title: **Meeting Change with Change – the Chameleon Effect**

Date: **Wednesday 28 March - Thursday 29 March 2012**

Venue: **University of Chester**

Name:

Title

Institution Name

Address

Post Code:

Email Address

Contact number

I wish to attend the AMHEC Conference 2012: registration and refreshments from 10am, Wednesday 28 March 2012, departing on Thursday 29 March after lunch at 1pm, at a cost of:

Early bird booking discount £275*
(book before 10 February 2012)

Book after Friday 10 February 2012 £295*

(*to include accommodation and meals)

TOTAL PAYMENT

£

Signature

Date:

Please indicate any special requirements or dietary requirements you may need throughout your stay:

Cancellation Policy:

Confirmed bookings may be cancelled; if you decide to cancel your booking after the Thursday 1 March 2012 your institution will be charged a 100% cancellation fee. The AMHEC administrator must receive written notice of cancellation. If your institution is able to send another colleague in your place this will be accepted by AMHEC. You must inform the AMHEC Administrator of this change immediately.

Payment either by cheque payable to AMHEC or by BACS as follows:

BACS Details: HSBC, 2 London Road, Twickenham, Middlesex, TW1 3RY
Sort Code 40-44-39 Account Name: AMHEC Account No. 21517821

Do you require an invoice to be sent?

YES/NO

Please complete as appropriate and return to Louise McGroarty, AMHEC Administrator, York St John University, Lord Mayors Walk, York, YO31 7EX or by fax on 01904 876588 or by email at AMHEC@yorks.ac.uk. Please contact Louise if you have any booking queries.