



Association of Managers in Higher Education

**AMHEC Workshop 2012: BOOKING FORM**

**Date:** Thursday 13 – Friday 14 September 2012  
**Venue:** Stranmillis University College, Belfast

NAME:

TITLE:

Institution Name:

Address:

Email Address:

I wish to attend the AMHEC Workshop: registration and refreshments from 11am, 13 September, departing on 14 September after lunch at 1pm, at a cost of:

<b>Early bird booking discount</b>	<b>£210*</b>
<b>(Up until Friday 6 July 2012)</b>	
After Saturday 7 July 2012)	£225*
(*to include one nights accommodation (13 <sup>th</sup> ) and meals)	

Additional night's accommodation for Wednesday 12 September is available the rate would be £35.00 Bed and Breakfast, please tick here if you would like to add this to your booking.

**TOTAL PAYMENT**

£

Signature

Date:

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

**Travel:** Stranmillis University College is **15 minutes from Belfast City Airport**, 40 minutes from Belfast International Airport and 15 minutes from the Port of Belfast; see links below to make your travel arrangements, flights seem to average £80.00 return.

- <http://www.flybe.com>
- <http://www.belfastcityairport.com/Flight-Information/Destinations-and-Airlines.aspx>
- <http://www.stenaline.co.uk/ferry/>

**Cancellation Policy:**

Confirmed bookings may be cancelled; if you decide to cancel your booking after the 10 August 2012 your institution will be charged a 100% cancellation policy due to contractual agreement between AMHEC and the Conference Venue. 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@yorksja.ac.uk](mailto:AMHEC@yorksja.ac.uk). Please contact Louise if you have any booking queries.**