

A SEPARATE BOOKING FORM MUST BE COMPLETED FOR EACH DELEGATE

Manchester Central, 23–25 February 2010

PLEASE FILL IN ALL FORMS CLEARLY IN BLOCK CAPITAL LETTERS AND BLACK INK.



CTA MEMBERSHIP No. _____

ORGANISATION _____

DELEGATE NAME _____

ORGANISATION'S ADDRESS _____

POSTCODE _____ **EMAIL** _____

TEL _____ **FAX** _____ **WEBSITE** _____

I heard about this event from CTA mailing CTA website CTA Journal CTA partner
 Advert (please specify) _____ Other (please specify) _____

Delegate Fees

Band 1: Third sector organisations with an annual turnover under £150,000 and CTA 'Community' members and CTA 'Safe & Legal Education Transport' members.

Band 2: Third sector organisations with an annual turnover in excess of £150,000, local authorities and commercial companies.

Ticket type	BAND 1		BAND 2	
	CTA member	CTA non-member	CTA member	CTA non-member
1 day	£72.25	£85.00	£136.00	£160.00
2 day	£136.00	£160.00	£229.50	£270.00
3 day	£182.75	£215.00	£272.00	£320.00

All fees are exclusive of VAT (VAT will be charged at the current rate in force AT THE TIME OF BOOKING). VAT invoices can be issued on request.

You will receive the CTA member discount of 15% if you are already a member or if you complete a membership registration form (available from www.ctauk.org, info@ctauk.org or 0161-351 1475) and return it with your delegate booking.

- Lunches are included in the delegate fee. Only use the additional meal options opposite for extra meals required. The CTA will not be providing evening meals except at the Annual Awards Dinner, separately chargeable.
- Please check the price you should pay in the delegate fee table and enter the number of days and the correct fee in the table opposite.
- Additional fees apply to units 5 and 13. If you are booking for either of these, please add the appropriate cost to your booking fee opposite.
- 'Full Membership Plus' organisations are entitled to one free delegate day and one free Annual Awards Dinner ticket. Use table opposite to claim your discount.

YOUR DELEGATE BOOKING FEE

How many delegate days are you attending?	£	<input type="text"/>
Delegate fee (see fee table opposite)	£	<input type="text"/>
Additional lunches at £10 each	£	<input type="text"/>
CTA Annual Awards Dinner £44 per ticket	£	<input type="text"/>
Level 1 H & S exam fee £10.21 (unit 5)	£	<input type="text"/>
Level 2 Risk Assessment exam fee £30.00 (unit 13)	£	<input type="text"/>
SUB-TOTAL	A £	<input type="text"/>
Discount for CTA 'Full Membership Plus' members		
1 free delegate day at £136.00	B £	<input type="text"/>
1 Awards Dinner ticket at £44	C £	<input type="text"/>
SUB TOTAL	D=A-B-C £	<input type="text"/>
VAT	E £	<input type="text"/>
GRAND TOTAL	D+E £	<input type="text"/>

I wish to attend Access10 and enclose my delegate details together with payment /official order. Notification of cancellation(s) must be received in writing by 5 February 2010 when a full refund less an administration fee of £25 will be made. The CTA regrets that it cannot make refunds after this date. Any changes to delegates or delegate details will incur a £25 administration fee.

SIGNED

DATE

All delegate places must be paid for in full prior to attendance at the event.

Card no.

Expiry date Security code

Cardholder name _____ Cardholder signature _____

I enclose a cheque (payable to CTA Trading Ltd), for £ Our Official Order No.

BACS Payments RBS Account No: 11493434 (payable to CTA Trading Ltd)
 Sort Code 16-22-19 Please tick here if you would like to receive a receipt.

CANCELLATIONS REQUIRING REFUND MUST BE RECEIVED BY 5 FEBRUARY 2010.

Please return to: CTA, Highbank, Halton St, Hyde, Cheshire SK14 2NY

T: 0161 351 1475 **F:** 0161 351 7221 **E** info@ctauk.org **further info at:** www.ctauk.org

Access10 is organised and delivered by CTA Trading Limited. Registered in Cardiff no 2800636. VAT registration no 606742935.

ORGANISATION _____

DELEGATE NAME _____

IMPORTANT

The CTA is offering you the chance to attend Access10 on a flexible basis. You can book to attend for 1, 2, or 3 days. However, a delegate day is treated as a 24-hour period which can be spread over two calendar days. A single delegate day at Access10 can therefore consist of:

1. A morning and afternoon session of the same day
2. An afternoon session and the morning session of the following day

Lunches are included in the delegate fee but will only be provided where booked below. Complimentary tea and coffee is served in some of the longer units. Additional lunches can be purchased at a cost of £10 per lunch.

Please note that the CTA will not be providing evening meals. The CTA Annual Awards Dinner can be booked for £44 plus VAT per ticket. Please tick the appropriate boxes below and include the costs in your delegate booking fee calculation on page 1.

UNIT DETAILS (Please tick the appropriate boxes for the units you wish to attend – including meals)

FOR FULL UNIT DESCRIPTIONS, PLEASE SEE WWW.CTAUK.ORG

TUESDAY 23 FEBRUARY

- All day** 5A & 5B
- Morning** 1A 2 3A 4 6 7 8
- Afternoon** 1B 3B 9 10
- Lunch CTA Annual Awards Dinner (£44 plus VAT)

WEDNESDAY 24 FEBRUARY

- All day** 13A & 13B
- Morning** 11A 12 14A 15 16 17 18 19
- Afternoon** 11B 14B 20
- Lunch

THURSDAY 25 FEBRUARY

- All day** 25A & 25B
- Morning** 21A 22 23 24 26 27
- Afternoon** 5C 21B 28 29 30
- Lunch

ADDITIONAL REQUIREMENTS AND INFORMATION (please tick). If yes, please provide details below.

Please note that vegetarian options will be available for all meals.

Specific dietary requirements? No Yes

Wheelchair user? No Yes

I will be accompanied by an assistant No Yes

Other (please specify)? No Yes

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