



## Event booking form and information sheet – Annual Conference 2013

### Your Information

Delegate name:  
Organisation:  
Job Title:  
Contact number or contact email:

**For ease of processing please attach your purchase order to this booking form.**

If your organisation can not provide a purchase order, please provide the following additional information:

Invoicing Address:  
VAT number:

### Event Details

**Title:** 'NLGN Annual Conference 2013'  
**Time and Place:** 9:30 – 16:00, Wednesday, 30th January 2013  
Christchurch, Spitafields, London

### Event Code

COM04403

### Cost

£100 + VAT (Public sector)    £300 + VAT (Private Sector)

### Payment instructions

You can purchase a ticket and confirm your attendance by either using our Paypal account (which does not require a Paypal user account) or via purchase order. The link to the check out can be found at:

<http://www.nlgn.org.uk/public/2012/nlgn-annual-conference-2013/>

For speed and efficiency we recommend you use Paypal. Payment can be made with most major debit/credit cards and a receipt can be printed or emailed at the end of the payment process.

If you are unable to make a card payment please send a P.O via email to [ajagric@nlgn.org.uk](mailto:ajagric@nlgn.org.uk) quoting the event reference: COM04401, an invoice will then be sent using the details supplied in the P.O

### Purchase Orders

A purchase order is requested to eliminate errors and authorisation issues that could compromise a delegate place being secured. We use information on the purchase order to create invoices and ensure an effective the booking process.

If your organisation does not operate a purchase order system please make sure ensure you pass the delegate fee invoice onto your finance department if you are not arranging the payment yourself. Your name will be used in place of a purchase order reference.

### Our information

#### Contact Details:

New Local Government Network  
7 Henrietta Street  
London  
Tel. 020 3617 9130  
Email. [info@nlgn.org.uk](mailto:info@nlgn.org.uk)

#### About

NLGN was founded in 1996 by a group of senior local government figures whose aim was to make local government more relevant and credible to local people. We campaign for a more devolved constitutional settlement in the UK, to drive forward the localism agenda and press for further decentralisation of power from Whitehall. NLGN is a publicly listed business.