

Senior Leaders' Conference

Friday 16 March 2018 – The Queens Hotel, Leeds

BOOKING FORM

Name (1)

(2)

(3)

School/Academy

Telephone number

Email

Dietary/access requirements (if any)

Cost

£150 (plus VAT) per delegate to include refreshments, lunch and conference pack.

Packages: For two people attending from the same school - £275 (plus VAT); for three people attending from the same school - £400 (plus VAT).

Car Park facilities

The hotel has an arrangement with Leeds Railway Station and is able to secure parking spaces for events at a reduced rate. Please indicate below if a space is required. We will send the car park voucher to you at least two weeks prior to the conference. The cost for this will be added to your invoice.

Is a car park space required? YES / NO

Invoicing and Payment

Invoices will be issued upon receipt of a booking form and must be paid prior to the conference please. Please make cheques payable to 'Leeds Diocesan Board of Finance'. Should you prefer to pay by BACS transfer, bank details can be found on the invoice.

Cancellations

We regret there will be a cancellation fee of £120 for individual cancellations within 28 days of the conference and no refund for cancellations within 14 days of the conference. For package cancellations this will be on a sliding scale.

Overnight accommodation

A limited number of rooms are available on the evening of Thursday 15 March 2018 should delegates wish to stay at the hotel prior to the conference itself. These are available at £97.00 B&B for single occupancy (a reduction on normal rates). Bookings should be made direct with the hotel, by telephoning 0113 243 1323 and quoting '*School Leaders' Conference*'.

Please return your booking form to info.ed@leeds.anglican.org. Address all enquiries to Kevin Matthews