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| **Change game – 16 November  (London)****Registration 9.30am (10am start) until 4.30pmVenue: Local Government House, Smith Square, London SW1P 3HZ** | **V:\Centre for Public Scrutiny\Team\Communications\Branding guidelines & CfPS logo\CfPS logos 2016\CfPS Logo SMALL.jpg** |
| Delegate names: \* |
| Local Authority/Organisation: |
| Job Title: |
| Address to which invoices should be sent: |
| Contact Name (if different from delegate name): |
| Tel: |
| Fax: |
| Email: |
| **CONFERENCE FEE: £179 + VAT per person for Voluntary/Charity/Local Authority Sector****£275 + VAT per person for Private/Other sectors** **Discount code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (discount will be applied to your invoice)**Please arrange payment by one of the following methods (tick as appropriate).  **Payment must be received in advance of event.**  |
|  |
| Please return this form by email or post to Fateha Begum:Post: CfPS, 77 Mansell Street, London, E1 8ANTel: 020 3866 5100 (queries) Email: Fateha.begum@cfps.org.uk |

# Facilities requested (please tick as appropriate):

   

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**Please note that telephone bookings cannot be accepted**

**Our terms & conditions**

**Cancellations** confirmed in writing 14 days before the conference date will be refunded, minus an administration fee of £50. We regret that no refund can be made after that date, although substitutions can be made at any time. CfPS are not able to offer refunds for cancellations arising from events outside of our control.

**Venue and registration details** will be sent within 14 days of the event date. We cannot be held responsible for non arrival of this information, if you have not received within 7 days of the event date, please call us on Telephone 020 3866 5100.

**Programme Amendments** CfPS reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

**Change of details** Have your details changed, are they incorrect or you do not wish to receive any future mailings? Please email: **info@cfps.org.uk** or register on our website [www.cfps.org.uk](http://www.cfps.org.uk)

**Data protection**

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