**Tenth Developing Leadership Capacity Conference: UWE Bristol 12 – 13 July 2018**

**Invoice Request and Registration Form – please complete ONE form per person**

**Part One: Registration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and First Name** |  | **Surname** |  |
| **Job Title\*** |  | **\*Affiliation/****Organisation** |  |
| **\*Student Number** |  | **\*Student’s University** |  |
| **If submitting a paper, please state area of Interest** |  |
| **Address** |  |
| **Email** |  | **Telephone** |  |
| **Special Dietary Needs** |  | **Access Needs** |  |
| **Parking Space Required?** | (Y/N) | **Car Registration No.** |  |

|  |  |
| --- | --- |
| **Data Protection Act** | **1998 Data Protection Act, Consent to Process Personal Information\***Your data is processed in accordance with the 1998 Data Protection Act. We do not pass your details to third parties. Please indicate your preferences below regards UWE processing your personal data. |
| **I agree** | **Signed and dated**:  |

**Part Two: Attendance Option**

|  |  |  |
| --- | --- | --- |
| Early Bird up to 31 May 2018 | £245 |  |
| Full Registration (after 1 June 2018)  | £295 |  |
| Research Degree Student\* | £245 |  |
| Day Delegate for Friday 13 July | £150 |  |
| Day Delegate for Thursday 12 July | £150 |  |
| **\*Students:** please include documentary evidence that you are a current student at your university including your student number. Evidence should be provided on your University’s headed paper.  |

**Part Two**: **Invoice Request Details – All Questions Must Be Fully Completed**

|  |  |
| --- | --- |
| Your full name |  |
| Name of Organisation  |  |
| **Organisation’s Accounts Payable Contact Details (to whom invoice will be sent):**  |
| Address including postcode |  |
| Contact Name  |  | Title |  |
| Contact telephone number |  | Contact Email |  |
| Your Organisation’s Order Number (required before UWE can process your request) |  |  |  |
| Notes to appear on invoice  |  |

**Return this form to:** Tessa Wright, DLCC 2018 Administrator, Bristol Business School, Room 7x222,

University of the Wes of England, Frenchay Campus Coldharbour Lane Bristol BS16 1QY

 Alternatively, email completed form (and any supporting documents) to BLC@uwe.ac.uk