



**Offline Booking Form**

**Please Fax to: 0131 550 3727**

<b>Your Details</b>	
Contact name*	
Organisation*	
Role	
Email Address*	
Phone*	
Fax	
<b>Event Details</b>	
Event Date*	
Start time	
Town/City*	
Duration*	
<b>Delegates</b>	
Number Attending	
VIP's	YES / NO
<b>Venue Requirements</b>	
Type of Venue?	
Location?	
Accommodation Required?	YES / NO
If yes how many rooms?	
<b>Further Information</b>	
Breakout Rooms Required?	YES / NO
Technical Equipment Required?	YES / NO
If yes please specify	
Catering Required	YES / NO
Parking Required	YES / NO
Video Conferencing	YES / NO