

BOOKING FORM

Please complete this form and fax to 020 7383 5915 or post to the Conference Co-ordinator, The Augustana Centre, 30 Thanet Street, London WC1H 9QH.

Confirmation of your booking and the charges payable will be sent to you as soon as possible. Cheques should be made payable to the 'International Lutheran Student Centre' (or 'ILSC').

Your name (primary contact):

Organisation:

Address:

Postcode:

Tel:

Fax:

E-mail:

Website:

Trainer / chairperson's name:

Date(s) of event:

Number of delegates attending:

Arrival time (trainer):

Arrival time (delegates):

Departure time:

Rooms required:

Augustana Room

Syndicate Room

Club Room

Main room layout:

Theatre

Classroom

Boardroom

U – shape with tables

Cabaret

Semi-circle of chairs

Other

(Please read overleaf)



Equipment required:

- Data projector Screen
 DVD / video player CD player
 OHP projector
 Flip chart pad & pens Please state number required:
 Other

Times of breaks:

- Coffee on arrival am
 Morning coffee break am
 Lunch pm Please tick box if you would like tea & coffee served with lunch
 Afternoon coffee break pm

Lunch menu:

(All include mineral water and juice)

- Budget platter for people
 Platter 1 for people
 Platter 2 for people
 Platter 3 for people
 Vegetarian platter for people
 Other (please state) for people

Please note numbers of vegetarians, any special dietary requirements or allergies:

If you have not used us before, please tell us where you heard about The Augustana Centre:

Signature:

Date:

(I have read and accepted the term and conditions and charges)

