



## REGISTRATION

Please visit [www.psstrategies.co.uk](http://www.psstrategies.co.uk) to book on-line or complete, sign and return this form by fax, email or post to the conference organisers for this event:

**Benedict Business Resources**  
**St Jude's Place, P.O. Box 617,**  
**Albury, Guildford, Surrey GU5 9XU**

Tel: 01483 203 536

Fax: 01483 205432

Email: [info@benedictbr.co.uk](mailto:info@benedictbr.co.uk)

### CONFERENCE FEES

#### Day One only:

- Schools rate £185.00 (excluding VAT)
- Public Sector rate £225.00 (excluding VAT)
- Full rate £275.00 (excluding VAT)
- Voluntary & Charitable £135.00 (excluding VAT)

#### Day Two only:

- Schools rate £265.00 (excluding VAT)
- Public Sector rate £305.00 (excluding VAT)
- Full rate £355.00 (excluding VAT)
- Voluntary & Charitable £215.00 (excluding VAT)

#### Both days

- Schools rate £375.00 (excluding VAT)
- Public Sector rate £405.00 (excluding VAT)
- Full rate £475.00 (excluding VAT)
- Voluntary & Charitable £250.00 (excluding VAT)

**For bookings for over 5 delegates please contact the conference organisers for group rates.**

### ACCOMMODATION

Bed and breakfast is at a cost of £95.00 (excluding VAT)

### DRINKS RECEPTION, CONFERENCE DINNER

The dinner comprises a three course dinner (menu to be pre-selected), with one glass of wine or a soft drink, and coffee  
Cost £29.95 plus VAT

### BOOKING NOTES

Places will be allocated on a first-come, first-served basis so apply early to secure your place.

The fee for this conference is shown above and includes conference notes, buffet lunch and refreshments.

An invoice will be raised and sent to the address provided.

Payment must be made within 28 days of the invoice date and in advance of attendance in order to secure your place. An administration charge of £20 will automatically be added to any invoices outstanding for more than two days after the date of the conference.

Cheques should be made payable to PSS Conference Account and returned to Benedict Business Resources. BACS details will be provided with the invoice.

Unfortunately we are unable to take telephone bookings.

### CONFERENCE DINNER AND OVERNIGHT ACCOMMODATION

PSS are holding a small allocation of rooms for use by delegates. The Radisson Blu Hotel has excellent room amenities include climate control, Free high-speed, wireless Internet, flat-panel television with over 35 channels, sizable in-room desk, iron and ironing board, mini bar, coffee and tea making facilities and laptop compatible safe. Further information can be found at the hotel's web site <http://www.radissonblu.co.uk/hotel-cardiff/rooms>. Please indicate on the booking form if you wish to reserve accommodation. Cancellation of this accommodation complies with hotels terms and conditions.

The conference dinner comprises wine and soft drinks at the reception, a three course meal (with vegetarian option), a choice of one soft drink or a glass of wine, followed by coffee. This will be on a pre-selected basis and choices will be forwarded with confirmation details. Additional drinks are at own cost. Dinner will be followed by music and dancing. Cancellation of this meal must be received by 07 March or funds cannot be reimbursed.

### PARKING

There are 37 places on site at a charge of £15.00 per 24 hours. Further parking is across the road in a public car park (St David's Shopping Centre) at a charge of £9.00 per 24 hours.

### CONFIRMATION

Individual confirmation of place packs will be e-mailed to each delegate shortly after receipt of the booking form.

### CANCELLATION

It will not be possible to refund any fees if notification of cancellation is received after 28th January 2010.

Any booking cancelled after this date will be subject to the full conference fee. Substitute delegates are welcome. Notification of a change of name must be received in writing, by email or by fax.

Please note that it may be necessary, for reasons beyond the control of Public Sector Strategies, to change the content or timing of the programme, speakers, date or the venue.

### DATA PROTECTION

By signing this booking form you consent to these details being stored in a database operated by Benedict Business Resources on behalf of Public Sector Strategies which will only be used for the purposes of administering this conference and will not be sold to any third parties. Special needs information will be disclosed to the venue's representatives in order to facilitate your attendance at the event. A full copy of the BBR privacy policy is available on request.

### FORCE MAJEURE

Public Sector Strategies and Benedict Business Resources shall not be liable for any failure or delay in the performance of its obligation where the same is due to any circumstances outside its reasonable control including (without limiting the foregoing) war, strikes, lockouts, flood, earthquake, natural disasters, industrial action, shortage of supplies, breakdown of machinery, failure of utility supply, transport delays, accidents, government action, fire, riot, terrorism or criminal acts or delays caused by sub-contractors.

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