



SCOTTISH GUIDANCE ASSOCIATION

Honorary President John Burdin

SGA Annual Conference Booking Form

The SGA Annual Conference of the Scottish Guidance Association will be held on Saturday 28th September 2019, from 09.30–15.30, at the Carnegie Conference Centre, Halbeath, Dunfermline. This event is open to **everyone** involved in the education of pupils.

Please complete a separate form for each delegate, and submit by either post or email.

Early booking greatly appreciated (priority booking available for SGA members)

Delegate Name	<u>WORKSHOP CHOICES</u> (insert letter – refer to brochure)
Position	1 st Choice
Institution	2 nd Choice
Address	Reserve Choice(s)
e-mail	

Choice of Workshops – Please indicate which **2 workshops** you would like to attend, in order of preference. Whilst every endeavour will be made to allow you to attend your **first 2 choices of** workshop, it may be that we will have to use your **reserve choice** in order to accommodate all delegates. Please be assured that we operate a first-come/first-served policy.

**The cost of the conference, including lunch, is £120 (£90 to SGA members).
(Payment can be made by cheque or BACS)**

Invoices will be sent out from August 2019. Do not send payment, or purchase orders until you have had confirmation that your booking has been accepted.

Are you are a member of the SGA? Yes No

Lunch Preference: Non-Vegetarian Vegetarian
(please tick)

Please email completed form the SGA Conference Secretary: SGABookings@outlook.com

Confirmation will be sent, by email, on receipt of your booking form. Location and directions are available by visiting <https://scottishguidance.org.uk/annual-conference>
Invoice requires to be paid 28 days from date of issue.

Cancellation In normal circumstances, booking fees cannot be refunded, nor invoices cancelled. However, replacement personnel are welcome. Nevertheless, if you find yourself unable to attend, **please notify us in advance (at least one week before the event) so that others on a waiting list may be given your place.** Should someone on the waiting list replace you, your fee will be refunded following the event.

If you have not already joined the SGA, and wish to take advantage of the discount for members, please join online at www.scottishguidance.org.uk