|  |  |
| --- | --- |
| **Form completed by** |  |
| **Date completed** |  |
| **Booking for (name of event)** |  |
| **No of places to be booked** |  |
| **Main point of contact** |  |
| **Email** |  |
| **Telephone** |  |
| **Lead booker *(if different)*** |  |
| **Email** |  |
| **Organisation/ Company Name** |  |
| **Purchase Order No. (*required)*** |  |
| **Accounts payable address and postcode** |  |
| **Accounts payable email** |  |
| **Payment method (please delete)** | *Debit card / Credit card / Invoice* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | **Staff Name** | **Email address** | **Job title** | **Registering body** | **Membership number** | **Event** | **Date** | **Amount** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Total value |  |  |

**Please send the completed group booking form along with a copy of your official purchase order to**[**events@ics.ac.uk**](mailto:events@ics.ac.uk)**.**