

EXCELLENCE IN POLICING PERFORMANCE 2005

Shaping Citizen Focused Delivery

12 - 13 September 2005 University of Warwick

Conditions of booking

1. **BOOKING FORM** Please make your booking using the conference booking form. If you require additional copies, please feel free to make photocopies or contact us at info@facilitate4change.com
2. **EARLY BIRD REGISTRATION** Please reduce your fee by 10% if you make your payment before Friday 15th July 2004.
3. **CONFIRMATION OF BOOKING** Your booking will only be confirmed when your full payment has been received. You will then receive confirmation of booking by post together with joining instructions and a VAT receipt for your payment.
4. **ACCOMMODATION** The require number of nights accommodation will be reserved automatically for you. Overnight accommodation at Warwick will be in single occupancy, en-suite bedrooms in the conference park. If you have any other requirements, please contact Facilitate 4 Change.

A buffet style dinner will be available in the Chancellor's Suite from 20:00 on the evening of Sunday 11th September for those booking pre-night accommodation.

Warwick Conferences have agreed to hold bedrooms for this conference until Friday 12th August. After this date we cannot guarantee that rooms will be available onsite.

5. **CANCELLATIONS** All cancellations must be confirmed in writing to;
Facilitate 4 Change, PO Box 529, Kings Langley WD4 4AD. Bookings that are withdrawn without a suitable substitution being made (at the time of withdrawal) shall be subject to the following charges:

Before 12th August 2005	Option One	£120
	Option Two	£100
	Option Three and Four	£100
On or after 12th August 2005	All Options	Full Fee

6. **PRIVACY AND DATA PROTECTION** Facilitate 4 Change Limited does not sell, trade or rent your personal information to others. Your details will be held on a database in order to process your booking and attendance at the Excellence in Policing Performance Conference. Your details will be kept so that you may be informed of any similar events in the future.
7. **CONFERENCE PROGRAMME** The ACPO Performance Management Business Area reserves the right to change the content and details of the conference without notice. Where circumstances force the cancellation of the conference, the liability shall be limited to a refund of any fees paid for the conference. The ACPO Performance Management Business Area is not liable for any consequential loss.
8. **SPONSORSHIP OPPORTUNITIES** Exhibition and other sponsorship opportunities are available at this conference. If you would like more details, please contact Ben Richardson.

+44 (0)1923 260825 or e-mail ben@facilitate4change.com

9. **FURTHER INFORMATION** If you would like more Information about this conference and its programme, please contact Ben Richardson.

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**This ACPO Performance Management Business Area Conference
is managed by the Quality & Standards Portfolio and Facilitate 4 Change Limited**