



Patron
HRH Princess Alexandra

27TH ANNUAL CONFERENCE
Celebrating the Expansion of British International Education

BOOKING FORM
(For Non Members Only)
PLEASE COMPLETE ONE FORM PER DELEGATE

Saturday, 10th May (evening) – Monday, 12th May 2008

One Whitehall Place Hotel/The Royal Horseguards, Whitehall Court, London SW1A 2EJ

Each delegate should complete this form and email / fax / post to:
Fiona Rogers, General Secretary, COBIS
Oxford Brookes University, Harcourt Hill Campus, Oxford, OX2 9AT, UK
Fax: +44 (0)1865 488 666 E-mail: general.secretary@cobis.org.uk

PLEASE NOTE THAT YOUR PLACE WILL ONLY BE CONFIRMED ON RECEIPT OF PAYMENT.

Name of School

Email Telephone

Participant

SURNAME	FIRST NAME	POSITION AT SCHOOL

Attendance (Please tick as appropriate)

SATURDAY		SUNDAY		MONDAY	
Reception 18.30 hrs	Dinner 19.30 hrs £55.00	Lunch	Reception 18.00 hrs (tbc)	Lunch	Reception + Dinner £70.00 Black Tie

Vegetarian option

PLEASE NOTE THERE ARE NO FORMAL ARRANGEMENTS FOR DINNER ON SUNDAY EVENING

Accommodation Cost : £131.25 per room including breakfast for single occupancy. Double occupancy is £152.25 per room including breakfast. A limited number of junior suites may be available for a supplement of £52.20 per night.

Please indicate accommodation required:

Friday night (limited availability)	£
Saturday night accommodation	£
Saturday night dinner (£55 per person)	£
Sunday night accommodation	£
Monday night accommodation	£
Annual Dinner (Monday evening - £70 per person)	£
CONFERENCE FEE - £400 per person (Non Members)	£
Total	£

Methods of Payment

By sterling/euro cheque, made payable to COBISEC.

Bank transfers: (identifying your school)

By sterling to:

COBISEC Account No: 20536768 Sort Code: 20-02-62
IBAN: GB47 BARC 2002 6220 5367 68, SWIFTBIC: BARCGB22
Barclays Bank
Hythe Branch
Ashford Group.
66 High Street, Ashford, Kent TN24 8TL

By euros to:

COBISEC Euro Account No: 46472166 Sort Code: 20-30-19
IBAN: GB08 2002 6246 4721 66, SWIFTBIC: BARCGB22
Barclays Bank
Hythe Branch
Ashford Group
66 High Street
Ashford, Kent TN24 8TL

If making a bank transfer please ensure the sum credited to the COBIS account is the full amount due and your bank charges have been debited separately to your account.

**Please complete booking form and return with payment, as soon as possible,
but no later than Monday, 3rd March 2008.**

DEADLINE EXTENDED

Cancellation Policy

Any cancellation of a booked Conference place up to 10th March, 2008 will receive a full refund. After this date no refunds will be made.

NB – Confirmation of booking on receipt of payment