

BOOKING CONFIRMATION

In order that the event is running smoothly and that we can plan, please fill in **all** the relevant information and Fax back to **+44 (0) 20 8660 4748** at least **14 days before start of event**.

The Speaking Venue

Name:

Address: (including Post Code)

Contact Person:

Contact Details:

Tel:

Mob:

Other:

The Speech

Speaker:

Peter Gerlach

Timing:

Topic:

Date:

Main Organiser's Contact Details:

Speaker Dress code:

Other:

The Speaker's Hotel Details (if applicable)

Name of Venue :

Address: (including Post Code)

Contact Person:

Speaker's Dietary:

Gadgets

Please provide the following:

Overhead Projector		Flipchart		TV	
Beamer		Flipchart Pens		Pinboard	
Laptop		Electricity 220 - 240V			
Seating Arrangements:	Not Relevant	Herring Bone		Amphithéâtre	
	V-Shape	Bistro			
	U-Shape	Circle			

Payments

Contact for Payments:

Name :

Tel :

Billing Address

Your Purchase Order No.

VAT No :

Anything Else

For questions about this form, please contact Peter on +44 (0) 20 8668 2000

Thank you for your choosing Peter Gerlach International