



AC Scotland 2006 Conference

10TH NOVEMBER 2006 RADISSON SAS EDINBURGH

MANUAL BOOKING FORM

Conference help desk: **0845 094 3137**

Rates		
Status	Full Delegate Rates	
<input type="checkbox"/> AC Member	<input type="checkbox"/> £130.00 (£152.75 incl. VAT)	
<input type="checkbox"/> Non-Member	<input type="checkbox"/> £155.00 (£182.13 incl. VAT)	
<input type="checkbox"/> Keynote/Workshop Presenter/ Exhibitor/Sponsor	<input type="checkbox"/> booking code needed below	
<input type="checkbox"/> Special Rate/Guest (prior agreement)	<input type="checkbox"/> booking code needed below	

15% discount on group bookings of over 4. Discount will be applied as part of booking process.

Delegate price includes: A free copy of the soon to launch AC book "Excellence in Coaching, the Industry Guide"* (Retail price of £24.95), all Keynotes addresses, Coaching Masterclass, a choice of 3 Workshops, access to Networking and Exhibitor area, Delegate folder, workshop/speaker notes, CPD certificates, buffet lunch, and refreshments served throughout the day.

** To be issued at registration on the day.*

Mailing List
The Association for Coaching (and AC Scotland where relevant) would like to send you information about future events and activities; please can you confirm that it is ok to do this by email and/or post.
☐ Yes ☐ No

Member Rates
If you have requested the members rate please insert your membership number. If you have applied for membership but have not yet been accepted please indicate as such, you will be charged at the members rate provided your application is completed by the time of the conference.

Membership Number _____

Special Rates
If you are a conference presenter/exhibitor/sponsor or special guest please enter the booking code issued to you by AC Scotland acscotland@associationforcoaching.com.

Booking Code _____

Payment Method
<input type="checkbox"/> Cheque - Please make cheque payable to: 'The Association for Coaching Scotland' and write your name and postcode on the back. Payment within 14 days of booking.
<input type="checkbox"/> Invoice - (NB: Your booking is not guaranteed until payment is received). An electronic invoice will be sent to your email address.
<input type="checkbox"/> Credit or Debit Card - Please call 0845 094 3137 to make payment
<input type="checkbox"/> BACS - Bank details will be provided with confirmation email (Your booking is not guaranteed until payment is received). Payment within 14 days of booking.

I agree to abide by the AC booking and payment instructions as outlined overleaf

Signature: _____ **Date:** _____

Please post this completed booking form to: Association for Coaching, PO BOX 117, CHEPSTOW NP16 5XH or Fax to: **0845 090 0193**.

Workshops		
Please select one of the following workshops for each workshop session. Please note we will assign places on a first come, first served basis for those workshops that reach full capacity. Further details on the workshops, and at whom they are targeted, can be found on www.associationforcoaching.com/scotland/conference . <i>Timings may be subject to slight changes.</i>		
Session 1 (Choose 1)	Session 2 (Choose 1)	Session 3 (Choose 1)
<input type="checkbox"/> Code A Emotional Intelligence - A Powerful And Effective Tool For Successful Leadership And Coaching Suzanne Neville and Angela McCusker, Peoplematters (Europe) Ltd	<input type="checkbox"/> Code D Managing Talent Through Coaching Susan Gardner SKAI Associates (Scotland) Ltd	<input type="checkbox"/> Code H Coaching Across Cultures: Contributing Towards Scotland's Future Brian Guest, BGC
<input type="checkbox"/> Code B Fat Rabbits And Fireworks - Finding And Keeping Profitable Coaching Clients Clare Moore, Business Jigsaw	<input type="checkbox"/> Code E Coaching - The Spiritual Legacy Seán Weafer, First Coach International Ltd	<input type="checkbox"/> Code I Designed For Life: Primefocus - A Coaching Framework For Leadership And Change Clive Wilson, Primeast Ltd
<input type="checkbox"/> Code C Creating A Coaching Culture At Work - The Core Principles Of A Coaching Culture And The EXACT Goal-Setting Model Demonstrated Through Team Coaching. Carol Wilson, Culture At Work	<input type="checkbox"/> Code F Some Of The Most Advanced Communication Skills You Never Knew You Needed! Learn How To Influence Even More Effectively. Jeremy Lazarus, The Lazarus Consultancy Ltd <input type="checkbox"/> Code G Colourful Coaching - Adapting And Connecting To Achieve Results Mike Jones, Insights Learning And Development	<input type="checkbox"/> Code J Can Gremlins Be Coached? Looking At How The Mind Works To Help Us Coach More Effectively Chris Samsa And Richard Bentley, Results Coaching Systems Ltd
Please indicate second choice	Please indicate second choice	Please indicate second choice
Code:	Code:	Code:
Delegate Information		
For group bookings, register online at www.associationforcoaching.com/scotland/conference or call 0845 094 3137		
Email address*:	Title:	
First Name*:	Last Name*:	
How would you like your name to appear on your badge*:		
Organisation:	Position:	
Address Line 1 *		
Address Line 2		
Address Line 3		
Town	County	
Postcode/Zip*	Country:*	
Telephone*:	Mobile/Cell*:	
Web Address:		

* = Mandatory Fields

Please choose the AC region that best describes your location: <input type="checkbox"/> International <input type="checkbox"/> South East <input type="checkbox"/> Greater London <input type="checkbox"/> South West <input type="checkbox"/> North <input type="checkbox"/> Scotland <input type="checkbox"/> Midlands <input type="checkbox"/> Wales	
Do you have any special access or dietary requirements? <input type="checkbox"/> No <input type="checkbox"/> yes, please briefly outline:	
How did you hear about the event? <input type="checkbox"/> Email Marketing <input type="checkbox"/> Postcard <input type="checkbox"/> AC Website <input type="checkbox"/> Other website (please specify) <input type="checkbox"/> Friend / Colleague <input type="checkbox"/> Other (please specify)	
What description best describes your interest in this Conference? <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> I am a Coach in Training <input type="checkbox"/> I am an Independent Coach <input type="checkbox"/> I work for a Coaching service/training provider <input type="checkbox"/> I Coach within my organisation or as part of my role </div> <div style="width: 48%;"> <input type="checkbox"/> I am representing an organisation/corporate which applies Coaching skills/Coaching programmes <input type="checkbox"/> I am representing an organisation interested in applying Coaching <input type="checkbox"/> I am an academic <input type="checkbox"/> Other, please state </div> </div>	
Booking and Payment Instructions	
Contact details: Booking Line and Help Desk: 0845 094 3137 Fax Number: 0845 090 0193 Email address: bookings@associationforcoaching.com Postal Address: Association for Coaching, PO BOX 117, Chepstow, Monmouthshire NP16 5XH Payment: All payments must be made in full within 14 days of booking and in no instance later than the 25 th October 2006. Cheques to be made payable to “ The Association for Coaching Scotland ” and sent with the completed booking form. The following credit/debit cards are also acceptable; Visa, MasterCard, Switch/Maestro. Please email us if you wish to be invoiced. Limitation of Liability <ul style="list-style-type: none"> • AC does not accept responsibility for accident, injury or loss suffered whilst attending the conference unless it is due to negligence on our part. • The copyright of all training materials rests with the speaker, the AC may not be held responsible for any infringements as a result of plagiarism, libel, slander or any other misuse of any material. We request that delegates do not tape/video record any of the keynote speakers or workshop sessions. <p>The AC reserves the right to amend or cancel the programme content, time and date of the event. In the unlikely occurrence of the cancellation of the conference, the delegate will be refunded in full. The AC will not be held liable for any costs incurred as a result of this cancellation.</p>	AC Membership Members of the AC will be entitled to discounted delegate rates. If you are interested in joining, please email members@associationforcoaching.com for a membership pack to be emailed to you or download it off the membership section of the AC website at www.associationforcoaching.com Bookings: Bookings can be made by telephone, fax, via the web (online booking form) or post (see above). Bookings made by the above methods <i>do not</i> automatically constitute a place. The Association for Coaching will confirm all bookings on receipt of the completed booking form and full payment. All bookings are made on a first come, first served basis. Delegate substitution: If notification of a substitution of a delegates name is received by the 1 st November 2006 no charge will be made for the change in details, after this date a £20 administration fee will be payable. Cancellations: Full refunds (minus a £10 charge) will be made for cancellations received in writing <i>prior</i> to the 13 th October (i.e. 4 weeks prior to the Conference) to the above address. Any cancellation made after this date will incur a £50 cancellation fee. A Continuous Professional Development Certificate will be given to all conference delegates. Conference packs will be made available as part of the delegate fees which will include the keynote and workshop presentation notes, with copies of notes from other workshops not attended also available.