

# How to Book



## Tenants Information Service Annual Conference Saturday 20th & 21st June 2009 Beardmore Hotel, Clydebank, Glasgow

To book your place at conference all you need to do is to complete this form and return it to TIS by email, by clicking send once you have filled in the form. Once we have received your booking form we will send a confirmation letter and a delegate information form. The delegate information form needs to be completed for each delegate who is attending the conference. Bookings are accepted on a first come first served basis.

If you require any further information regarding the conference please contact  
**Toni Muirhead on 0141 248 1242.**

Organisation Name	<input type="text"/>		
Contact Person	<input type="text"/>		
Contact Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Email address	<input type="text"/>

Twin room accommodation is provided. Single rooms are available at an additional cost, on a first come first served basis. Please note all bedrooms are non-smoking.

Please enter the number of delegate(s) you wish to send in the correct box below:

Tenant twin	<input type="text"/>	£330	Tenant Day inc Saturday dinner dance	<input type="text"/>	£250
Staff Twin	<input type="text"/>	£430	Staff day delegate	<input type="text"/>	£320
Tenant Single	<input type="text"/>	£415	Staff day inc Sat dinner & entertainment	<input type="text"/>	£350
Staff Single	<input type="text"/>	£515			
Tenant Day Delegate	<input type="text"/>	£220			

## Payment

Please note: payment should be sent to TIS by Friday 29th May 2009. If you need to apply for a grant, please reserve your place first and let us know when payment will be made.

You can either send a cheque made payable to the Tenants Information Service or request an invoice. If you wish to be invoiced please complete the details below. If you request an invoice it will be sent shortly after we have confirmed your booking.

Invoice Address	<input type="text"/>		
Organisation Name	<input type="text"/>		
Contact person	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Telephone number	<input type="text"/>	Email address	<input type="text"/>

Reset

Send