# **Booking Information and Booking Form**

 **Sixth Transatlantic Conference Tuesday 24 September 2019**  **Organised by the ELA International Committee and the American Bar Association, International Labor & Employment Law Committee of the Labor & Employment Law Section**

**This conference is open to members of ELA and the ABA and practising employment lawyers from other jurisdictions (including both private practice and in house lawyers).  ELA members can book online by logging in.  If not an ELA member, please complete the booking form below and return it and your payment to ELA as indicated.**

Please note that speakers at this conference do not need to book or pay. ELA will automatically register you free of charge.

**Fee:** £250 plus20% VAT per delegate, totalling £300

**Booking:** please complete the Booking Form below if you are not a member of ELA.

**Payment:** please pay by direct bank transfer to the following account:

**Name of account:** Employment Lawyers Association

**Sort Code:** 08-92-99

**Account number:** 65508482

**Bank name:** The Cooperative Bank

**Address of bank**: P.O. Box 250, Delph House, Skelmersdale WN8 6WT

**SWIFT Code (US payments only):** CPBKGB22

**IBAN (European payments only):** GB16CPBK08929965508482

*Please quote reference: 6th Transatlantic when making your payment*

**Payment must be received before the start of the event.**

**Cancellations:**
Payment of the conference fee is due at the time of booking and all payments must be received by ELA before the event date. We accept cancellations (less 20% administration charge) up to fourteen days before the event date. Cancellation requests must be made in writing by emailing ela@elaweb.org.uk. Thereafter the full charge is payable and no refunds can be made. Delegates may be substituted at any time at no extra charge, provided the substitute is a member of ELA. The organisers reserve the right to alter the programme and speakers should the need arise.

# **Accommodation Information**

The conference fee does not include accommodation. To help overseas delegates with their accommodation requirements, ELA has appointed **DUO Conference and Events Ltd** to manage this for us. They have negotiated rooms at a selection of hotels near the conference venue.

As demand is high at these hotels, we recommend you contact DUO Conference and Events by **Friday 23rd August 2019** to discuss and book your accommodation.  After this date rates may be subject to an increase.

**Contact for accommodation enquiries only:**
Fiona Hadjiandrea
DUO Conference and Events Ltd
fionah@duoconferenceandevents.com
Tel: +44 (0)7540 991348 or the office +44(0)1423 861131

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 **Sixth Transatlantic Conference Tuesday 24 September 2019**  **Venue: etc.venues County Hall,** Riverside Building, Belvedere Road, London SE1 7PB

**Fee:** £250 plus20% VAT per delegate, totalling £300

Please register the following delegate for the above event. Please copy this form if registering multiple delegates. Please complete in BLOCK CAPITALS.

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ] I am a practising employment lawyer *please tick to confirm*

[ ] I agree to the personal data provided here being used for the purposes of conference administration, including delegate lists provided to delegates *please tick to confirm*

I have paid the Employment Lawyers Association

£……………………………………….. by direct bank transfer (please refer to Booking Information above)

On……………………………………… (enter date payment sent)

**Please return this form to ELA, preferably by email to ela@elaweb.org.uk**

PO Box 1609, HIGH WYCOMBE, HP11 9NG Tel: + 44 (0) 1895 256972
Please specify below any dietary/special requirements.

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