

# IBE Educational Workshops, Paris 2005

## BOOKING FORM

A separate **Booking Form** must be submitted for each participant. In the case of participants to the **Masterclass Series**, a **Payment Form** must also be completed.

**Association Name:** \_\_\_\_\_

**Participants Name:** \_\_\_\_\_

**Position within Association:** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_

**Email or Fax No.:** \_\_\_\_\_

**WORKSHOP DETAILS:** please **X** the workshop(s) you wish to attend:

### Masterclass Level

#### Track 1 - Communications

- 1.1 Newsletters
- 1.2 Website
- 1.3 Public Relations
- 1.4 Government Relations

#### Track 2 - Fundraising

- 2.1 Corporate Giving
- 2.2 Lotteries/Events
- 2.3 Direct Marketing
- 2.4 Public Awareness

#### Track 3 - Services

- 3.1 Advice & Information
- 3.2 Self Help
- 3.3 Website
- 3.4 Training Services

#### Foundation Level

- 4.1 Fundraising
- 4.2 Public Relations
- 4.3 Membership
- 4.4 Service Programmes

Please indicate your prior knowledge/experience of the topics chosen

High       Moderate       Some       None

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## PAYMENT FORM FOR MASTERCLASS SERIES

**Cost per Topic: US\$10**

**Reduced cost for 4 topics within one Track: US\$30**

- *A completed Payment Form must accompany each Masterclass Series booking*
- *Bookings will only be confirmed on receipt of full payment*
- *You may choose to mix and match between Workshop Tracks. However the reduced fee is only applicable when all 4 topics from the same Track are chosen*

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### Payment Options

#### 1. Credit card (IBE preferred method of payment)

Available for Visa and Mastercard/Eurocard only.

Tick as appropriate:  Visa  Mastercard/Eurocard

- Name of card holder: \_\_\_\_\_

- Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

- Amount to be deducted: \_\_\_\_\_

#### 2. Bank transfer

Payment by bank transfer should be made to:

**Bank name and address:** Bank of Ireland, Walkinstown, Dublin 12, Ireland

**Account number:** 76081871 **Sort code:** 900287

**IBAN:** IE02BOFI90028776081871

**Account Name:** International Bureau for Epilepsy

**Please note: All bank charges MUST be met by the payee.**

**3. Payment in Paris:** Payment will also be accepted at the IBE Stand during the congress - Euro 10 for each workshop or Euro 30 for all 4 workshops within one track (payment in Paris will only be accepted in Euro currency).

**4. Because of high banking charges, it is regretted that no payments by cheque/draft can be accepted.**