



**INSTITUTE OF GUIDANCE COUNSELLORS
NATIONAL CONFERENCE 2018
“Guidance Counselling- Flourishing in a Diverse Society”
Dublin City University & The Crown Plaza, Northwood
2nd & 3rd March 2018**

Return to: Carmel Dooley
Conference Administrator
14 Ceannt Ave, Mervue, Galway
Email: IGCdelegate@gmail.com

Online booking is available on www.igc.ie/conference

Please use this form if you wish to book your place at the ICG Conference by post.
NB PAYMENT MUST BE MADE AT TIME OF BOOKING TO CONFIRM PLACE
BOOK BEFORE FRIDAY 19TH JANUARY 2018 TO AVAIL OF EARLY BIRD RATES BELOW
BOOKINGS RECEIVED AFTER THIS DATE WILL INCUR AN ADDITIONAL €50 CHARGE

*Notes regarding all aspects of the booking procedure are printed on the reverse side of this booking form.
Please read them fully before completing your booking.*

Check www.igc.ie for latest information and instructions

Item	Description	Unit Cost	Qty Reqd	Total
1	Conference Fee (Incl. Lunch, Coffee Saturday 3 rd March)	€120.00		
2	Reception – Buffet Supper (Friday 2 nd March)	€25.00		
3	Conference Dinner (Saturday 3 rd March)	€45.00		
Please chose Items 1, 2 or 3 as required Please indicate type of payment e.g. cheque, bank transfer, or bank draft etc. Cheques should be made payable to: Institute of Guidance Counsellors. If paying by Bank Transfer please see details on note 9 overleaf. You must include the correct reference with your payment and ensure payments are made into the correct account. Details overleaf NB PAYMENT MUST BE MADE AT TIME OF BOOKING TO CONFIRM PLACE				Total Due Payment Method

Workshops <small>See note below</small>	
1st Choice	
2nd Choice	
3rd Choice	
4th Choice	
5th Choice	

Special Needs <small>Tick Box</small>	
Vegetarian Meals	
Gluten Free Meals	
Wheelchair	
Other:	

Email Address
Daytime Telephone Number

Enter your workshop preferences in the box (the numbers 1,2,3 corresponding to the names of workshops in the Conference Workshop booklet is sufficient to identify the workshop),

Please note we cannot guarantee that you will receive your preferred choices or that all workshops will operate on the day.

Notes:

1. Please complete all entries clearly in **BLOCK CAPITALS**. References on this form are specific to the person named. **DO NOT USE** for any other person, contact us for a replacement if required.
2. If you wish to book and make payment online, please log on to www.igc.ie/conference and follow the instructions.
3. Bookings can also be sent by post to our conference administrator at the address on the reverse of this form. Within 5 working days of receipt of your application, the conference administrator will acknowledge your booking by email.
4. **Deadline for Early Bird booking rates is Friday 19th January 2018.** Bookings received after last post on Friday 26th January will attract an additional €50 charge. Please note late bookings will only be processed at the discretion of the conference organiser and subject to the availability of places. Bookings received after 9th February will be deemed late and will be subject to €75 surcharge.
5. An email confirming your workshop places will be sent by the conference administrator no later than 23rd February 2018. All the documentation and tickets that you require will be handed to you at registration on arrival at the Conference.
6. The non-members conference fee, which applies to those delegates who are not currently paid up members of the IGC, is €240.00
7. The Student and Retired Members conference fee is €70
8. Please ensure that the correct remittance is included with the application, forms without remittance will be returned to sender.

9. Payment by Cheque/Bank Draft or Postal Order made payable to: Institute of Guidance Counsellors or by bank transfer to:

Bank Account Name: Institute of Guidance Counsellors
Bank Name: AIB
Address: 52 Upper Baggot St. Dublin 4
Account Number: 13277041
Sort Code: 93-10-63
IBAN: IE54 AIBK 93106313277041
BIC: AIBKIE2D

Must quote as reference:

If the reference above is not quoted the IGC will not be able to process your payment

PLEASE NOTE: THIS IS NOT THE MAIN IGC ACCOUNT.

10. If you require an individualised invoice, which shows your **Accounts Department Order Number**, please return your booking form in the normal manner, also making sure the below section is filled out indicating where and to whom the invoice should be sent. Such an invoice will only be sent, following receipt of a completed booking form. This is only available for organisations and companies.
11. Cancellation Policy:
 - i) In the event you have to cancel your booking, please notify the conference organiser **in writing as soon as possible** by email to igcdelegate@gmail.com or by post to the address overleaf.
 - ii) A cancellation fee of €30 will apply to all cancellations notified in writing to the Conference Organiser **prior** to 26th January 2018. In the case of student or retired members a €20 cancellation fee applies.
 - iii) All cancellations notified **after** 26th January 2018 and **prior** to 23rd February 2018 are subject to a 50% cancellation fee and full refund on Reception and dinner fee.
 - iv) Cancellations notified **after** the 23rd February 2018 will not receive a refund unless verified extenuating circumstances e.g. sick cert is provided. Any refund at this stage will only apply to conference fee as final numbers will have been given to caterers.
 - v) For delegates who have booked and do not attend without notice, no refund will be issued unless verified extenuating circumstances e.g. sick cert is provided. Any refund at this stage will only apply to conference fee as final numbers will have been given to caterers.
12. Attendance at events is regulated by Health and Safety Regulations and/or Fire Regulations. If numbers are exceeded you will be put on a reserve list. Allocation of places or tickets is a first received allocation basis.
13. For queries please email IGCdelegate@gmail.com and we endeavour to answer all queries within 24 hours

Invoicing to Organisation & Companies

This form must be completed and returned with this section completed where an Invoice is required. Invoices will be sent by email

Your Order/Reference Number: _____

Address: _____

Contact Name Accounts: _____

Account Email: _____

*The information printed here is provided as a guide only and may be subject to changes.
Please check www.igc.ie for up to date conference information.*