



INSTITUTE OF GUIDANCE COUNSELLORS NATIONAL CONFERENCE AND AGM 2010

Mullingar Park Hotel

Mullingar, Co Westmeath

4th - 6th MARCH 2010

Application Form IGC Member

Return to: Conference Administrator
The Document Shop
Unit 3 Michael Galvin Building
BASE Enterprise Centre
Damastown Road
Dublin 15

Name: _____

Address: _____

Tel: _____

IGC Membership No

Telephone: + 353 (0)87 750 0376
Emails: agmadmin@docshop.ie
Web site : www.igc.ie

Please check the igc website www.igc.ie for the latest information

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

Information regarding workshops and timetable are printed in the accompanying booklet. The booklet is also available for download from the IGC website (conference pages)

Item	Description	Unit Cost	Qty Required	Item Total
1	Conference Fee - Member	€145.00		
2	Reception - Thursday 4 th March 2010	€15.00		
3	Conference Dinner - Friday 5 th March 2010	€50.00		
4	Wine Tasting - Afternoon Saturday 6 th March 2010	Free		
5	Belvedere House and Gardens - Afternoon Saturday 6 th March 2010	Free		
6	Golf - Afternoon Saturday 6 th March 2010	€25.00		
Grand Total				

Workshops	
1 st Choice	
2 nd Choice	
3 rd Choice	
4 th Choice	
5 th Choice	

Special Needs	
Vegetarian	
Gluten Free	
Other (Specify)	

Post Primary Substitution (Friday 5 th March)	
Please indicate the total number of timetabled class contact hours which are eligible for substitution payment <i>See note over leaf.</i>	
School Roll No:	

School roll number MUST be included.

Email address to forward an acknowledgement: (BLOCK CAPITALS PLEASE)

I will be attending the AGM on Saturday 6th March 2010

Expense Payments and Refunds

The IGC has now moved to making all payments through the Ebanking System. Expense Payments or refunds will be transferred electronically to your nominated account. Expenses via the IGC AGM are only available to members employed in a post primary school and the School Roll number must be entered above. Please give Bank Details for any possible payments.

Sort Code	-	-	Account No	Bank
Account Name				Branch

Transfer from Mullingar Railway Station - All Times are Arrival Mullingar

I will be travelling by train arriving on Thursday at : 6:10pm 6:50pm 6:45pm

I will be travelling by train arriving on Friday at: 8:25am 8:55am

Please note that if there is sufficient demand a bus will meet the 6.10pm, and 6.50pm trains arriving Mullingar from Dublin and the 6:45 train arriving Mullingar from Sligo on Thursday 4th March and the 8:25am and 8:55am trains arriving Mullingar on Friday 5th March. Check your local station for appropriate departure times.

Notes:

1. Please complete all entries clearly in BLOCK CAPITALS references on this form are specific to the member named.
2. All bookings are being processed by post, by our conference administrator. Upon receipt of your application, the administrator will process your booking, send an acknowledgement email (where an email address is provided). A confirmation which will be posted on 22nd February 2010, including a receipt with all the documentation and tickets that you will require and must bring with you. Applications received after this date can collect their documentation at registration on arrival.
3. No further pre bookings will be processed following receipt of post on Friday the 26th February 2010. Following this date, all new bookings will attract a €290 fee and be dealt with at the conference registration desk subject to availability of places.
4. Please ensure that School Address & Roll Number is entered and correct, where you are employed in a second level school.
5. Please ensure that the correct remittance is included with the application. Forms without remittance will be returned to sender except in the case where an employer is to be invoiced see note 11 below.
6. Workshop/Seminar information is published in the enclosed documentation. Please select Five(5) workshops and enter these in order of your preference (the number designators A, B, C etc is sufficient to identify the workshop), Please note we cannot guarantee that all workshops will operate on the day.
7. Payment by Cheque/Bank Draft or Postal Order made payable to: Institute of Guidance Counsellors.
8. Department of Education & Science approval has been secured for your attendance at this IGC Conference.
9. All telephone enquiries should be directed to: 087 750 0376, outside office hours please leave a message.
10. Only those who are current members of the IGC, on the 31st August 2009, plus those who have joined since that date, may attend the AGM on Saturday 6th March 2010. Only those whose membership is fully paid on 6th February 2010, may vote at the AGM. It is the members own responsibility to ensure that where a membership payment is being made by a third party (your employer) that the payment has been forwarded to IGC by this date.
11. If you require an individualised invoice, which shows your Accounts Department Order Number, please return your booking form in the normal manner, and complete the Invoicing to Organisations and Employers. Such an invoice will only be sent, following receipt of a completed booking form. This is only available for organisations and companies
12. A cancellation fee of €30 will apply to all cancellations. A refund for cancellations received after Friday 26th February 2010 will be totally at the discretion of the IGC.
13. Attendance at events are limited by Health & Safety Regulations and/or Fire Regulations, If numbers are exceeded you will be informed and placed on a reserve list. All allocations of tickets or places are on a first application received basis.
14. The Wine Tasting, Tour of Belvedere House and Gardens and Golf will be available on the afternoon of Saturday 6th March. As these are all running simultaneously only one may be selected. These items are subject to sufficient interest and availability, positions allocated on an first application received basis.
15. Your attendance at the event on Friday 5th March will provide you with 4.5 hours CCP

The website carries the most up-to-date information plus additional information on getting to the conference, accommodation lists, transportation, rail travel, frequently asked questions (FAQ), availability of places.

Substitution Information

The Teacher Education Section of the Department of Education and Science has indicated that the Guidance Counsellors national in-service day on Friday the 5th March 2010 has been approved for the purposes of paid substitution, additional to the recently notified substitution allocation to your school. Substitution will be paid for all class room based time tabled periods on Friday 5th March as notified to the DES in your Schools 2009 October Returns. The Department requests that IGC members attending the conference would indicate on their booking form, their total time tabled class contact hours for Friday 5th March 2010 for which the school are eligible to claim substitution cover from the DES.

Invoicing to Organisations & Companies

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

Your Order/Ref Number: _____ Address: _____

Contact Name Accounts: _____

The information printed here is provided as a guide only and may be subject to change.

Please Check WWW.IGC.IE for up to date conference information.