**Senior Leadership Virtual Challenge**   
17 November 2022, taking place virtually through MS Teams

**BOOKING FORM**

The challenge is designed for teams of 6 people (maximum size). Teams can be drawn from any level of management where there is an aspiration to develop and grow. The event is open to any local authority in the East of England. **The cost to attend is £1,999 plus VAT per Team.**

Please complete and return this booking form to Jayne Cole, Events Manager, East of England LGA, email: [jayne.cole@eelga.gov.uk](mailto:jayne.cole@eelga.gov.uk) as soon as possible. The closing date for bookings is the 27 October 2022.

**Once the completed form has been received and we have checked your team is eligible to attend, a confirmation email will be sent to everyone.**

**Please note:** There will be a mandatory 60 minute briefing session on the 10 November 2022 for all team members. This will take place at 10:30 – 11:30 via MS teams.

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| --- | --- |
| **Team Member 1** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |
|  | |
| **Team Member 2** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |

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| --- | --- |
| **Team Member 3** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |

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| --- | --- |
| **Team Member 4** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |

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| **Team Member 5** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |

|  |  |
| --- | --- |
| **Team Member 6** | |
| First name |  |
| Last name |  |
| Job title |  |
| Organisation |  |
| Email |  |
| Telephone |  |
| Please note any accessibility requirements you may have for this online event |  |
| I have read and understood that my personal data will be used in accordance with EELGA's Privacy Policy. Your privacy is important to us. By providing personal information such as your name, address and e-mail address via this form, you agree to us contacting you with regard to the information you have requested. Your personal information will be used solely by us for the purpose it is collected. When you sign up to attend an event we will use the information you register with to keep you updated with details about that event, and for billing purposes (where relevant). For some events, we need to share your contact details with event partners, venues for security purposes, and/or the facilitator for pre course work or to register for certification but this will be noted on the course details if it applies. Personal data is always destroyed after the purpose for which it was collected has been discharged. You can find our full [Privacy Policy here.](https://www.eelga.gov.uk/privacy-policy/)  YES | |

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| **Billing Information:** **The cost to attend is £1,999 per Team plus VAT**  Places will not be confirmed until a purchase order number has been received and youreligibility to attend has been checked. | |
| Purchase Order Number |  |
| First name |  |
| Last name |  |
| Organisation name |  |
| Address (including postcode) |  |
| Email Address (invoice will be issued by email) |  |

**CANCELLATION POLICY:**  
For cancellations made less than two weeks before the event date, or non-attendance on the day, no refund will be given.

**Please ensure you complete all the above information and return to Jayne Cole, Events Manager, East of England LGA, email:** [**jayne.cole@eelga.gov.uk**](mailto:jayne.cole@eelga.gov.uk)