



BOOKING FORM - TCPA STUDY VISIT Denmark and Sweden 12th – 15th October 2010

tcpa

PLEASE COMPLETE A SEPARATE FORM FOR EACH DELEGATE.

Return by email, fax or post to Alex House, Policy and Projects Officer

Email: alex.house@tcpa.org.uk

Fax: 020 7930 3280

Post: Alex House

Policy and Projects Officer

Town and Country Planning Association

17 Carlton House Terrace

London, SW1Y 5AS.

Confirmation of your booking will be sent to you by email on receipt of your booking form

A full itinerary and any relevant travel documents (should they need to be sent in advance) will follow.

Should you have any queries please contact Alex House on 020 7930 8903.

Travel

Travel will be by plane (this is, unfortunately, unavoidable due to timings and a tightly packed schedule). However, the TCPA will be contributing to a carbon off-setting scheme and using shared or public transport in Denmark and Sweden wherever possible. A full travel itinerary and check list will follow booking confirmation. All external travel in Denmark and Sweden is covered by the delegate fee. All domestic travel and additional accommodation in the UK must be covered by the delegate directly.

Food & Accommodation

All meals and accommodation as of Tuesday 12th October are included as part of the delegate fee. Any additional drinks and snacks will need to be paid for by the delegate directly.

Pre-departure accommodation

Flight times have been arranged to take into account the need for many delegates to travel to and from the station/airport to homes/offices outside London. However, while the TCPA can not cover the costs of domestic hotels pre or post departure, we will be happy to send you a list of suggested accommodation in London for delegates to book directly. If you require this please tick the appropriate box.

Yes **No**

Overnight accommodation included in the tour has been arranged as follows:

Tuesday 12th October – 1 night stay at hotel based in Copenhagen.

Wednesday 13th October 1 night stay at hotel based in Malmö

Thursday 14th October - 1 night stay at hotel based in Stockholm.

Name (AS IT APPEARS ON YOUR PASSPORT):

Position:

Local Authority/Organisation:

Tel:

Fax:

Email:

