

Hello All, Re. AGM Hotel Booking.

**Reservation/Deposit & Payment: A non-refundable deposit of £30 per person** secures your booking payable by credit/debit card.

Bookings are being dealt with by the Holiday Inn Hotel. Booking by email is preferable. Reservations can be booked from Monday 7<sup>th</sup> February 2022 Monday to Friday, 09:00 to 17:00 (9:00am to 5pm).

**When booking please use booking code AIR.**

Some members are experiencing problems when trying to book with the hotel for the AEA AGM 2022.

### **Best option.**

When members are booking it is preferred that you use the email **conference@hiairport.co.uk**

Scan and send your completed booking form to this email address along with a phone number for them to call you back and to take your deposit on a credit/debit card. Remember to include the booking code **AIR.**

### **Next option.**

If you are unable to scan or do not want to send the scanned booking form, call **0121 780 6700** and use **OPTION 7** (Conference) and they will take your booking and deposit payment. If there is no answer, please **DO NOT** leave a voicemail message but if you can email then send an email to **conference@hiairport.co.uk** leaving your name and a contact telephone number and someone will call you back and remember to use booking reference **AIR.**

### **Next option.**

If unable to scan and send booking form but have access to email then email to **conference@hiairport.co.uk** leaving your name and a contact telephone number and using booking reference **AIR**, and someone will call you back.

Hope this is satisfactory.

Regards  
Steve Brown