

# Lisa Stubbs, Cabinet Office Exclusive 1-to-1 Session Booking Form



Thursday 16th October 2025

AESSEAL New York Stadium, Rotherham

## Booking information

Please complete this form to confirm your interest. Sessions are limited to one per organisation. While we ask for the details of one lead participant, each session may be attended by a small group from the same organisation. Please note that sessions are strictly reserved for those who have registered to attend the event. If you have not yet registered, you must submit a completed participant registration form together with this one.

## Confirmation of lead participant details

<b>Full Name (as registered)</b>	
<b>Organisation (as registered)</b>	

## Session preference (optional)

<b>10:00 - 10:45</b>	
<b>11:15 - 12:00</b>	
<b>13:15 - 14:00</b>	

If you wish to request a specific time within these windows, please state it below. We will accommodate requests where possible, but this cannot be guaranteed:

<b>Preferred specific time</b> (optional)	
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## Declaration

Only one session will be allocated per organisation. By submitting this form, you confirm your organisation's booking request.

## Submission instructions

- Completed booking forms should be emailed to: [events@in-tend.com](mailto:events@in-tend.com)
- You will receive confirmation of your allocated session time once scheduling is complete

## Terms and conditions / additional information

- Sessions are strictly reserved for those who have registered to attend the event. If you have not yet registered, you must submit a completed Buyer Participant registration form together with this one

You can find the Buyer Participant form on our website:

<https://in-tend.co.uk/events/in-community-conference/booking-options>

- 1-to-1 sessions will be strictly limited to five minutes to ensure all participants have fair and equal access to Lisa's time
- Whilst we will endeavour to allocate a preferred session where provided, you may be allocated an alternative session given the 5 minute timeslots will be allocated on a first come first served basis
- Although Lisa's time will be closely managed, In-tend will not be held liable for any delays in scheduling. Allocated timings are provided for event organisational guidance only
- Lisa may not be able to assist with specific tender enquiries. For such matters, we encourage you to speak with a member of the In-tend team, who may be able to assist further
- In the event that 1-to-1 sessions become fully booked, In-tend may conclude the final session of the day so that Lisa can be invited to a closing Q&A, where common questions and concerns can be addressed with a larger audience

