

Conditions of Booking

Application Forms should be completed and returned to the address below and must be accompanied with the correct payment. Attendance at the event will only be confirmed on receipt of the full payment.

Forms should be received no later than **Monday 25 May 2009**. All participants registering less than one week before the date of the event are advised to bring a copy of their registration form with them.

Cancellation In the event of cancellation and provided that written notice is received seven days prior to the event, a refund of 50% of the total fee will be made. If no notice of cancellation is received, no refund can be made. IET Services Ltd & GSA reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged. Details of event changes or cancellations are available by phoning +44 (0)1438 765650.

Name Substitutions are accepted at any time by fax or email.
 Fax: +44 (0)1438 765659
 Email: events1@theiet.org

Supporting organisations Members of supporting organisations who can provide evidence of their affiliation will be admitted at members' rates.

Delegates with Specific Requirements
 IET Services Ltd aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

Data Protection - The information that you provide to IET Services Ltd and its associated organisations will be used to ensure we provide you with products and services that best meet your needs. This may include the promotion of specific IET Services Ltd and associated organisations products and services by post and/or electronic means. By providing us with your email address and/or mobile telephone number you agree that we may contact you by electronic means. You can change this preference at any time by visiting www.theiet.org/my.

The Institution of Engineering and Technology is not, as a body, responsible for the views or opinions expressed by individual authors or speakers.

Complete and return this form to:
IET Services Ltd
 Finance Department
 P O Box 96
 Stevenage
 Herts SG1 2SD, UK
 Fax: +44 (0)1438 765659

For all enquiries telephone +44 (0)1438 76 5670 or email events1@theiet.org

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 PF73222/1600 ERTST&PN

REGISTRATION (Please complete in CAPITALS)

Family Name _____ Title (Mr, Mrs, Miss etc) _____

First Name _____ Job Title _____

IET or GSA Membership No _____

Name of Organisation (for name badge) _____

Address for Correspondence _____

Town/City _____

Postcode _____ Country _____

Contact Telephone _____ Fax _____

Email _____

Do you have any dietary or other specific requirements? _____

How did you hear about this event?

Flyer in Post Email Advert (Institution Publication) Advert (Other) IET/GSA Website Other

FEES AND CHARGES (Please complete the appropriate box)

Registration fees include attendance at the sessions, a copy of the digest, morning and afternoon refreshments and lunch and the conference dinner.

EARLY BIRD RATE (After 31 March 2009)

Member IET/GSA	€485.00 (+ €92.15 VAT= €577.15) incl. 1 VIP dinner pass		
Non-Member	€115.00 (+ €116.85 VAT= €231.85) incl. 1 VIP dinner pass		
Partner Rate	€550.00 (+ €104.50 VAT= €654.50) incl. 1 VIP dinner pass		

STANDARD RATE (After 31 April 2009)

Member IET/GSA	€335.00 (+ €101.65 VAT= €436.65) incl. 1 VIP dinner pass		
Non-Member	€75.00 (+ €128.25 VAT= €203.25) incl. 1 VIP dinner pass		
Partner Rate	€115.00 (+ €116.85 VAT= €231.85) incl. 1 VIP dinner pass		

CONFERENCE DINNER – Tuesday, 2 June 2009, Lenbach Palace

Included in the above rates is one dinner however additional places can be purchased at the prices below

Individual	€85.00 (+ €16.15 VAT= €101.15)		
Table of 10	€765.00 (+ €145.35 VAT= €910.35)		
Total Remittance			

PAYMENT DETAILS

Payment must accompany this registration form. Registration will only be confirmed on receipt of full payment. PLEASE NOTE: PAYMENT VIA PURCHASE ORDER IS NOT ACCEPTED.

Please indicate the method of payment: Cheque Credit Card BACS

Cheques should be made payable to "IET Services Ltd" and crossed.

Credit Card Visa MasterCard AMEX Switch Issue No _____ Valid from ____/____

Card Number																				
Expiry Date	M	M	Y	Y	CSC (Card Security Code) Last 3/4 digits on signature strip															

Name of Cardholder _____

Full registered address of Cardholder (if different from above) _____

Postcode _____

Bank Transfers (BACS) can be made to Barclays Bank Plc, UK Bank, 1 Churchill Place, London, E14 5HP. Account no: 48466877 Sort code: 20-65-82 IBAN GB05 BARC 2065 8248 4668 77. A copy of the Draft must accompany this form. SWIFTBIC BARCGB22 Please note that foreign currency credit/debit transactions will be processed in GBP Sterling. Delegates must also be aware that the Institution is not responsible for any gains or losses as a result of fluctuations in the Exchange rate. All credit card payments will be processed in UK.