SHEPHARD UKCB DEFENCE IT

Event Booking Form 2012

section **A**

YOUR INFORMATION (All fields are mandatory. Please complete one form per person)

Title: _____ First name: _____ Surname: _____

Job title: _____ Organisation: _____

Address: _____

_____ Post/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____ Email address: _____

Which of the following best describes your job title?

☐ General Officer/President/MD/CEO ☐ Junior Officer/Junior Management ☐ NCO ☐ Operator ☐ Other (please specify)

☐ Senior Officer/Senior Management ☐ Executive ☐ Analyst ☐ Technician _____

Conference (18-19 April)	Rates **EXCLUDE** 20% UK VAT tax.				
Conference Delegates	Standard rates	5% Discount 3 to 5 Delegates	10% Discount 6 to 10 Delegates	One Day rate 18th	/ 19th
Industry rate	☐ £999	☐ £949	☐ £899	☐ £749	☐ £749
Exhibitor/Supporting Association rate	☐ £699	☐ £664	☐ £629	☐ £524	☐ £524
SME rate (Businesses with 250 employees or less)	☐ £599	☐ £569	☐ £539	☐ £449	☐ £449
Military/Government rate	☐ £299	☐ £284	☐ £269	☐ £224	☐ £224
OF5 and above/Civil Servants Band B2	☐ FREE (subject to availability)			☐ FREE	☐ FREE
Press	☐ FREE (subject to availability)			☐ FREE	☐ FREE

DELEGATE TERMS AND CONDITIONS

1. No delegate will be allowed into conference sessions unless full fees have been received prior to the event.
2. Registrations within 7 days of the event must be made by credit card.
3. Delegate places may not be shared.
4. Substitution of delegates is permitted, provided that the organisers are informed in advance in writing.
5. Once a booking form has been received by the organisers and joining instructions issued, any cancellation, which must be received in writing, will be subject to the following:
   - All cancellations received more than one calendar month prior to the event will be subject to a 10% administration fee.
   - No refund of delegate fees will be made for cancellations received within one calendar month of the event.
6. By providing your email address on this booking form, you consent to the Shephard Group using this to inform you of other products and services.
7. These terms and conditions apply to delegate bookings only.

DATA PROTECTION

Your details will be held confidentially and will only be used by the Shephard Group to process your order and provide you with additional news and information on Shephard products. Occasionally we may make our lists available to carefully screened third parties.

☐ Place a clear X in the box if you do not wish to receive information of interest from other companies approved by the Shephard Group.

☐ Place a clear X in the box if you do not wish to receive information about new events and offers from the Shephard Group.

section **B**

Payment method (tick as appropriate)

Invoice Please send me an invoice

Cheque Enclosed is my cheque for £ *Please include 20% of UK VAT tax*
Cheques should be made payable to: **Shephard Conferences and Exhibitions Limited**

Bank Transfer To: **Shephard Conferences and Exhibitions Limited**,
National Westminster Bank plc, 63 High Street, Burnham, BUCKINGHAMSHIRE, SL1 7JU, UK

Sterling Account number 47820160 Swift code NWB KGB 2L

Card Please debit my: ☐ AMEX ☐ Mastercard ☐ Visa the sum of £

Card number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CVN: ☐☐☐
found on reverse of card

Expiry date: / Start date: /

Signature of card holder: Date: / /

Signature Date / /

For enquiries

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Fax this form to
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