DEFENCE IT 2011 REGISTRATION & DELEGATE BOOKING

section **A**

YOUR INFORMATION (all fields are mandatory)

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 _____

Exhibition

Visitor Exhibition Pass	☐ FREE
Total number of visitors attending: _____	

Conference

Rates **EXCLUDE** 20% UK VAT tax.

Delegates	Standard rates	5% Discount 3 to 5 Delegates *	10% Discount 6 to 10 Delegates *	25% Discount One-day rate *
Industry rate	☐ £999	☐ £949	☐ £899	☐ £749
Exhibitor/Supporting Association rate	☐ £899	☐ £854	☐ £809	☐ £674
UKCCB Member rate	☐ £699	☐ £664	☐ £629	☐ £524
SME rate (Businesses with 250 employees or less)	☐ £599	☐ £569	☐ £539	☐ £449
Military/Government rate	☐ £299	☐ £284	☐ £269	☐ £224
OF5 and above plus Civil Servants Band B2	☐ FREE (subject to availability)			
Total number of delegates attending: _____				

Codification Workshops

Rates **EXCLUDE** 19% German VAT.

Conference delegates attend for FREE	☐ I wish to confirm my attendance
	Workshop Day rate *
Industry rate	☐ £749
Exhibitor/Supporting Association rate	☐ £674
UKCCB Member rate	☐ £524
SME rate (Businesses with 250 employees or less)	☐ £449
Military/Government rate	☐ £224
OF5 and above plus Civil Servants Band B2	☐ FREE (subject to availability)
Total number of delegates/visitors attending: _____	

* For group bookings please photocopy this form and repeat section A for each additional delegate (all rates listed are per delegate)

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**

Please complete if you are a paying delegate

Payment method (tick as appropriate)

☐ **Invoice** Please send me an invoice

☐ **Cheque** Enclosed is my cheque for £ *Please include 20% of UK VAT*
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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