

# UV EUROPE 2011 VISITOR 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	<input type="checkbox"/> FREE
Total number of visitors attending: _____	

## Conference

Rates **EXCLUDE** 21% Belgian VAT tax.

Delegates	Standard rates	5% Discount 3 to 5 Delegates *	10% Discount 6 to 10 Delegates *	25% Discount One-day rate *
Industry rate	<input type="checkbox"/> €1,299	<input type="checkbox"/> €1,234	<input type="checkbox"/> €1,169	<input type="checkbox"/> €974
Exhibitor/Supporting Association rate	<input type="checkbox"/> €1,169	<input type="checkbox"/> €1,111	<input type="checkbox"/> €1,052	<input type="checkbox"/> €877
SME rate (Businesses with 250 employees or less)	<input type="checkbox"/> €779	<input type="checkbox"/> €740	<input type="checkbox"/> €701	<input type="checkbox"/> €584
Military/Government rate	<input type="checkbox"/> €389	<input type="checkbox"/> €369	<input type="checkbox"/> €350	<input type="checkbox"/> €291
OF5 and above plus Civil Servants Band B2	<input type="checkbox"/> FREE (subject to availability)			
Total number of delegates 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

- No delegate will be allowed into conference sessions unless full fees have been received prior to the event.
- Registrations within 7 days of the event must be made by credit card.
- Delegate places may not be shared.
- Substitution of delegates is permitted, provided that the organisers are informed in advance in writing.
- 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.
- 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.
- 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 21% of Belgian 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  
 EURO Account number 550-00-40199142      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



**Email**

bookings@shephard.co.uk



**Telephone**

+44 (0)1753 727017



**Fax** this form to

+44 (0)1753 727002