

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.

Conditions of Booking
 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, charges will be as follows:

- 32 + days before event start date = Full refund
- 15-31 days before event start date = 50% of fee
- 0-14 days before event start date = No refund

Name substitutions are accepted at any time by fax or email. IET Services Limited reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

Delegates with Specific Requirements
 IET Services Limited aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual requirements 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 Limited 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 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.

Complete and return this form to:
IET Services Limited
 Finance Department
 P O Box 96
 Stevenage
 Herts SG1 2SD, UK
 Fax: +44 (0)1438 765 659
 For all enquiries regarding this event, please telephone: +44 (0)1438 76 5567, or email: eventsa2@theiet.org

IET Services Limited is registered in England Registered Office Savoy Place, London, WC2R 0BL Registration Number 909719

UK IET Services Limited VAT Registration No: 240 3420 16

Ref: 13465
 PF73229/1600 ERTS T&PN

REGISTRATION (Please complete in CAPITALS)

Family Name _____ Title (Mr, Mrs, Miss, Dr, etc) _____
 First Name _____ IET Membership No. _____
 Job Title _____
 Organisation _____
 Address _____
 Town/City _____ Postcode _____
 Country _____
 Telephone _____ Mobile _____
 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)

		£	p
EARLY BIRD REGISTRATION (Available until Friday, 30 April 2010)			
Member	£400.00 (+ £70.00 VAT= £470.00)		
Non-Member	£590.00 (+ £103.25 VAT= £693.25)		
STANDARD REGISTRATION (After Friday, 30 April 2010)			
Member	£510.00 (+ £89.25 VAT= £599.25)		
Non-Member	£700.00 (+ £122.50 VAT= £822.50)		
ADDITIONAL DINNER TICKETS			
	£80.00 (+ £14.00 VAT= £94.00)		
Total Remittance			

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

PAYMENT DETAILS

Payment must accompany this registration form.
Registration will only be confirmed upon 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 Limited" and crossed.
Credit Card Visa MasterCard AMEX Switch Issue No _____ Valid from ____/____/____
 Card Number _____
 Expiry Date

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 CSC (Card Security Code) _____
Last 3/4 digits on signature strip
 Name of Cardholder _____
 Full registered address of Cardholder (if different from above) _____
 _____ Postcode _____
 Cardholder Tel No: _____ Cardholder Signature _____

Bank Transfers (BACS) can be made to Barclays Bank Plc, UK Bank, 1 Churchill Place, London, E14 5HP.
Sterling Account No: 40711284, IBAN GB35 BARC 2065 8240 7112 84. **Please note that all credit/debit card transactions will be processed in GBP Sterling. Delegates must also be aware that IET Services Limited is not responsible for any gains or losses as a result of fluctuations in Exchange rates.**