



INTERNATIONAL ENTERPRISE PROMOTION CONVENTION - Harrogate - 15-17th November 2009

For Office Use

REGISTRATION FORM 3 (excluding accommodation)

NAME & ADDRESS: *(Mark boxes with X)* *(Please use one form per delegate and complete in CAPITALS using black ink.)*

Mr. Mrs. Ms. Dr. Professor Other.....

Given Name(s): _____ Family Name: _____

Position: _____ Department: _____

Organisation: _____

Postal Address: _____

Town/City: _____ Post/Zip Code: _____ Country: _____

Telephone: _____ Fax: _____ *(If not in UK, include Country Code)*

E-mail Address _____ Topics of interest: A, B, C, D, E, I, M, S, V, W, Y. All. *(Please circle)*

Lunches needed: Sunday Monday Tuesday (packed) Name on Badge: _____

Evening options: Sunday Monday Diet or special needs: _____

Accompanying Person: *(For partners and colleagues NOT participating in Convention Programme. Covers lunches, refreshments & Enterprise Expo only)*

Mr. Mrs. Ms. Dr. Professor Other.....

Given Name: _____ Family Name: _____

Lunches needed: Sunday Monday Tuesday (packed) Name on Badge: _____

Evening options: Sunday Monday Diet or special needs: _____

REGISTRATION & PAYMENT PERIODS: *Enter number of people in the correct boxes.*

	Early - paid by:		Normal - paid by:		Late - paid after:	
	No.	31st Aug	No.	30th Sept.	No.	1st Oct.
Full Delegate Fee: including lunch & refreshment breaks for 3 days PLUS Welcome Reception		n/a		n/a		£295
Reduced Fee - for delegates from non-OECD countries, students, speakers & retired individuals		n/a		n/a		£145
Day Delegate Fee: for any one daytime only. Which day?		n/a		n/a		£150
Accompanying Person Fee (not in Convention): includes all lunches and refreshment breaks		n/a		n/a		£75
Welcome Reception Buffet: Sunday evening - FREE for all delegates & partners if ticked		n/a		n/a		FREE
Group Night Out: Monday evening - optional extra events for appropriate delegates & partners		n/a		n/a		TBA
Total Payment due: (VAT not applicable)		£ n/a		£ n/a		£ £0

PAYMENT OPTIONS: *(All receipts will be issued by e-mail.)* **Extra notes:** _____

A) By Cheque in pounds sterling (GBP) - payable to "Enterprise Promotion Convention" - posted with this form to the Secretariat at the address below.

B) By Direct Bank Transfer in pounds sterling (GBP): *(please add on and pay all Bank Charges)* Use this form if you need an Invoice.

Bank: Lloyds TSB, 8-11 Cambridge Crescent, Harrogate HG1 1PQ. Sort Code: 30-93-91 A/C No. 0224 4674. A/C Name: Enterprise Promotion Convention

For International Bank Transfers: IBAN: GB50 LOYD 3093 9102 2446 74 Branch ID: LOYDGB21214 *(Please ensure all bank charges are payable by you)*

Please e-mail, fax or post a copy of the bank transfer authorisation together with your completed Registration Form to the Secretariat at the address below.

C) By Credit Card (Visa or MasterCard only) - payable ONLY on-line via WorldPay. Click on: <http://www.enterprisepromotion.org/oneoffpayme>

D) By Purchase Order. Please send an official printed Purchase Order to the Convention Secretariat if you wish to be invoiced for the Registration Fees.

Purchase Orders must cover the late fees payable by 31st October as indicated in the last price column only. Discount is allowed for early payment.

SPECIAL NOTES AND CONDITIONS:

- 1 All fees are payable by cheque, bank transfer or credit card before acceptance of Registration. Reduced fees apply as at date of receipt of payment only.
- 2 Reduced fees for students apply only to non-salaried undergraduate and post-graduate students or equivalent. Official certification is required.
- 3 Cancellations received in writing by 30th September 2009 will be refunded after the Convention for nett payments received less 20% administration charge.
- 4 No cancellations will be permitted after 30th September 2009, but individual substitutions may be made in writing without penalty up to 31st October 2009.
- 5 Registrations received after 31st October 2009 will be subject to availability as space is limited. Please e-mail or telephone to check before registering.
- 6 Any Delegate who arrives at the Convention without full payment having been received must pay all fees in cash (EGBP) at the Check-in Desk.
- 7 The Organisers reserve the right to make any necessary changes to programmes and arrangements for the Convention. They will be posted on the website.
- 8 The Host IAEP, the venue and the Organisers Perlex Associates accept no liability howsoever arising from registering for or attending the Convention.
- 9 The Organisers will hold your contact details on a database and may send you details of similar events in future. Please tick here if you wish to opt out:.....

I have read, understood and agreed to the general conditions and policies outlined on this Registration Form and on the Convention Web Site.

Signature: _____ Date: _____

Please submit on-line or, if not possible, print out and complete the form then fax or send original by post. Please keep a copy to show at Convention Check-in.

SUBMISSION OF THIS FORM ON-LINE OR BY FAX OR POST CONFIRMS YOUR AGREEMENT TO THE CONDITIONS AS SET OUT ABOVE

Contact: Enterprise Promotion Convention Secretariat.
P.O. Box 288, Dept EP950, HARROGATE HG1 9AX, UK.

Tel.+44 1423 879208
Fax.+44 1423 870025

Email: registration@enterprisepromotion.org
Website: www.enterprisepromotion.org