

conference details

(Tick required option)

OPTION 1: THE FULL TWO-DAY CONFERENCE ARRIVE ON THE MORNING OF THE FIRST DAY INCLUDES THE CONFERENCE DINNER AND ONE NIGHTS ACCOMMODATION (MONDAY)	£525.00 £616.88 inc VAT	<input type="checkbox"/>
OPTION 2: DAY DELEGATE (DAY 1) DAY DELEGATE ON MONDAY ONLY REFRESHMENTS AND LUNCH ON THE DAY ONLY	£275.00 £323.13 inc VAT	<input type="checkbox"/>
OPTION 3: DAY DELEGATE (DAY 2) DAY DELEGATE ON TUESDAY ONLY REFRESHMENTS AND LUNCH ON THE DAY ONLY	£275.00 £323.13 inc VAT	<input type="checkbox"/>
OPTION 4: FULL TWO-DAY CONFERENCE WITH PRE-NIGHT ARRIVAL INCLUDES PRE-NIGHT ARRIVAL, DINNER AND ACCOMMODATION (SUNDAY) CONFERENCE DINNER AND SECOND NIGHT ACCOMMODATION (MONDAY)	£600.00 £705.00 inc VAT	<input type="checkbox"/>

Q **early bird booking** Reduce your payment by 10%, if your payment is received before Fri 15th July 2005

personal details

TITLE/RANK	FIRST NAMES	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
JOB TITLE	ORGANISATION (THIS INFORMATION WILL APPEAR ON YOUR BADGE)	
<input type="text"/>	<input type="text"/>	
ADDRESS		
<input type="text"/>		
POST CODE	COUNTRY	
<input type="text"/>	<input type="text"/>	
TELEPHONE	FAX	
<input type="text"/>	<input type="text"/>	
EMAIL		
<input type="text"/>		
DIETARY REQUIREMENTS		
<input type="text"/>		
OTHER SPECIAL OR MOBILITY REQUIREMENTS		
<input type="text"/>		

I agree to the booking conditions.

SIGNATURE

DATE:

payment instructions (Tick required option)

<input type="checkbox"/>	I enclose a cheque for £	made payable to Facilitate 4 Change Limited
<input type="checkbox"/>	United Kingdom BACS Transfer	
<input type="checkbox"/>	International Bank to Bank Transfer	EU VAT No: <input type="text"/>

Please see over for payment information

Please post or fax this completed booking form (and enclose cheque if applicable) to:

Facilitate 4 Change
 PO Box 529
 Kings Langley

WD4 4AD UK

Fax: +44 (0)1923 260825

payment information

UK Value Added Tax

Please note that all UK organisations must pay the relevant fee plus VAT at 17.5%

UK BACS transfer

Please make payment payable to:

Bank: **Lloyds TSB Bank plc, Watford**
Name of Account: **Facilitate 4 Change Limited**
Sort Code: **30 99 21**
Account Number: **03886927**
Your Reference: **Please quote, 'EIPP05 Your Surname & Initial'**

International Bank to Bank transfer

Please make all payments in Pounds Sterling only to:

Bank Name: **Lloyds TSB Bank plc**
Name of Account: **Facilitate 4 Change Limited**
Bank Identification Code [SWIFT/BIC]: **LOYDGB21147**
International Bank Account Number [IBAN]: **GB93 LOYD 3099 2103 8869 27**
Your Reference: **Please quote, 'EIPP05 Your Surname & Initial'**

For all EU Member States (other than the United Kingdom)

1. If your organisation is registered for Value Added Tax (VAT) please write your EU VAT registration number on the booking form. When making your payment, please **do not** add the VAT.
2. If your organisation is not registered for VAT, please write 'Not registered' in the space for EU VAT number. You must pay the relevant fee plus the 17.5% VAT. For example, Option One will be £616.88

For all non-European Union states

Please pay the relevant fee plus the 17.5% Value Added Tax. For example, Option One will be £616.88

Confirmation of Booking

Once we have confirmed payment of your conference fee we will post to you full conference joining instructions together with a receipt. This receipt will include the necessary information for United Kingdom organisations to reclaim VAT where applicable.

If you require any further information about the conference or making a booking, please contact:

Facilitate 4 Change Limited

info@facilitate4change.com

+44 (0)1923 260825