2-4 MAY 2016, LEIDEN, THE NETHERLANDS · DELEGATE REGISTRATION FORM

Please tick appropriate boxes and write clearly in BLOCK CAPITALS or type.

Surname ..... First Name ..... Title .....

Organization ..... Address .....

.....

..... Postcode .....

Country ..... Telephone ..... Fax .....

E-mail (plain type or print): .....

If you are an EC business please state your VAT registration number: .....

Disabled (please state any special needs): ..... Special diet (please state requirements): .....

REGISTRATION FEES

Speaker/Delegate Registration Fees: **(NOTE THAT FEES ARE IN UK £ STERLING)**
(Please tick appropriate section)

DELEGATE REGISTRATION FORMS NOT DULY & FULLY COMPLETED WILL NOT BE VALID
Amount Due (£ Sterling)

☐ Speaker Registration (submitted oral/poster papers) (Payment must be received before Friday 4th March 2016)	£595.00	£ .....
☐ Reduced Early Bird Registration (Payment must be received before Friday 4th March 2016)	£675.00	£ .....
☐ Full Registration (Payment received after Friday 4th March 2016)	£775.00	£ .....
☐ Student Registration	POA	£ .....
Table Top Exhibits/Delegate Pack Inserts		
☐ Table Top Exhibit (I am registered to attend)	£1400.00	£ .....
☐ Table Top Exhibit (I am NOT registered to attend)	£2400.00	£ .....
☐ Delegate Pack Insert	£425.00	£ .....
For those Unable to Attend		
☐ Set(s) of MVW 2016 materials	@ £325.00 (per set)	£ .....
Total Amount Payable		**£** .....

Registration fees include admission to all conference sessions, morning and afternoon refreshments and lunches on the 2nd, 3rd and 4th May 2016.

PAYMENT

☐ I enclose a cheque for £..... made payable to **Meetings Management**. (Delegates registering from outside the UK must ensure that cheques are drawn on a London Bank. Please quote **MVW 2016** on the reverse of the cheque.)

☐ I have made a payment by bank transfer (quoting **MVW 2016** on the transfer documentation) to Barclays Bank, Barclays Business Centre, Guildford Branch, PO Box 33, Guildford, Surrey GU1 3AN, UK:

UK Pounds Sterling Account: Meetings Management 0040614335,
IBAN GB02BARC20353540614335 SWIFTBIC BARCGB22

US Dollar Account: Meetings Management 53209211,
IBAN GB77BARC20353553209211 SWIFTBIC BARCGB22

Euro Account: Meetings Management 59179600,
IBAN GB02BARC20353559179600 SWIFTBIC BARCGB22

All transfer charges must be paid by the sender. Delegates paying by this method are requested to send the Conference Manager a copy of the bank transfer. **Payments made by bank transfer must have £15.00 added to the total. PLEASE NOTE THAT IT WILL NOT BE POSSIBLE TO PAY REGISTRATION FEES BY BANK TRANSFER AFTER FRIDAY 1ST APRIL 2016. LATE PAYMENT AFTER FRIDAY 1ST APRIL 2016 MUST BE MADE BY CREDIT CARD (VISA/MASTERCARD/AMEX).**

☐ I would like to pay £..... by credit card (VISA/MasterCard/American Express only accepted).

Card no. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ 3 Digit Security Code (AMEX: 4 Digits) .....

Expiry Date ..... Registered Card Address .....

.....

Please remember that any remittance sent but not received by the time of the conference must be paid again at the Registration desk: we will refund you after the conference. Cancellations received before Friday 1st April 2016 will be refunded in full less an administrative charge of £150 per person. Refunds will not be possible if a cancellation is received after Friday 1st April 2016. Substitutions can be made at any time prior to the conference. Please inform the Conference Manager of any changes. We strongly advise that delegates purchase travel insurance to cover any unforeseen circumstances and protect against loss of hotel deposits and registration fees.

VAT No. 591 617618

Signature ..... Date .....

PLEASE RETURN THIS FORM TO:

MVW 2016 CONFERENCE SECRETARIAT, MEETINGS MANAGEMENT
The Old Dairy Tower, Peper Harow Park, Godalming, Surrey GU8 6BD, United Kingdom
Conference Manager: Caroline Sumner Telephone: +44 (0)1483 427770 Fax: +44 (0)1483 428516 E-mail: csumner@meetingsmgmt.u-net.com