

# Registration Form

Book before  
11 August 2011  
for discounted  
registration  
fee

Please complete one form per delegate. The information on this form will be used in preparation of your name badge and in the list of participants. You are advised to keep a copy of the completed registration form for your records.

Please note that your name, company and email address will be published in the official List of Participants for the Conference. This list will be made available to the participants, sponsors and exhibitors of the Conference. **If you are not happy for your name, company and email address to appear in the List of Participants please indicate here....**  (990)



VAC 2011

## 3 EASY WAYS TO REGISTER

- 1. Online**  
[www.vac2011.co.uk](http://www.vac2011.co.uk)
- 2. Post**  
VAC 2011  
Congrex UK Ltd  
26-28 Hammersmith  
Grove  
London W6 7BA  
Tel: 020 8834 1014
- 3. Fax**  
020 8834 1151

## Cancellations

Substitutions may be made at any time. Notification of cancellation must be made in writing to the Conference Secretariat. Cancellations will be accepted until 8 September 2011 with a refund less a 15% administration charge. No refunds can be made for cancellations received after this date.

Title (eg Dr/Mr/Mrs/Ms)	Family Name
First Name	
Organisation	
Job Title	
Postal Address	
Postcode	
Telephone	Fax
Email	

I wish to attend The VAC Legal Briefing (50)

### Registration

- Early Booking rate on or before 11 August 2011** £192 plus VAT @ 20% (10)
- Standard rate after 11 August 2011** £217 plus VAT @ 20% (15)
- Student rate\*** £95 plus VAT @ 20% (35)

\*Please fax or email a letter from your tutor or a copy of your student card to qualify for the student rate – Fax: 020 8834 1151, email: [registration@vac2011.co.uk](mailto:registration@vac2011.co.uk)

### Discounted Registration Deal

Pay for two full rate registrations and receive additional registrations at a discounted rate!

- Discount Early Booking rate on or before 11 August 2011** £157 plus VAT @ 20% (25)
- Discount Standard rate after 11 August 2011** £192 plus VAT @ 20% (30)

Please note that the Discounted Registration deal will only apply to delegates from the same organisation and provided that all registrations are received at the same time. For further information, please contact the Conference Secretariat on 020 8834 1014 or by email at [registration@vac2011.co.uk](mailto:registration@vac2011.co.uk)

### Payment

Payment must be received by 11 August 2011 to receive the Early Booking Fee. After that date all registrations will be charged at the standard rate. All registration fee payments must include VAT.


I enclose a cheque/bankers draft drawn on a UK bank account in pounds sterling payable to Congrex UK Ltd/VAC 2011 for the total amount payable (inclusive of VAT at the prevailing rate)

For the total amount of

£

I wish to pay via MasterCard/Visa/Amex.

Please note that all fees paid by credit card will be charged in pounds sterling at the actual exchange rate at the time of the transaction. No other credit cards can be accepted. For your security, we will not accept your credit card details on this hardcopy form, by email, fax or phone. You will receive a link, by email, which will direct you to the official secure payment gateway (DIBS) provided by Congrex. You will receive an email from [registration@vac2011.co.uk](mailto:registration@vac2011.co.uk) which will detail your account overview and include the secure link for payment.

For verification of authenticity of this email, the Congrex logo  CONGREX will appear at the top of the message. If you choose this option, please ensure the email address provided at the top of this form is correct.

Name on card and billing address if different from the address of the person registering for the Conference:

Name
Address

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Dietary Requirements

Please indicate if you have any special dietary requirements:

- Vegetarian (860)  Vegan (865)  Other (872)

I declare that I have read and agree with the cancellation policy.

### Confirmation

An official VAT receipt/confirmation of booking will be issued to all registrants.

Please note that in the event of non-attendance the full registration fee will be retained.