

Booking form **BIG**conference 2012

25-27 April
The Belfry

Delegate

(Name and Company as you wish it to appear on your name badge)

Please complete this form in **BLOCK CAPITALS** for ease of processing

Dr / Mr / Mrs / Ms / _____

Company: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____ Email: _____

Your Food Requirements Vegetarian Vegan Nut Allergy Other (please specify) _____

	Early Payment Fee Payment & booking form must be received on or before 24 February 2012			Standard Payment Fee Payment & booking form 25 February 2012		
	Fee	Total incl VAT	Tick	Fee	Total incl VAT	Tick
BIG Member						
Full Delegate *	£ 775.00	£ 930.00	<input type="checkbox"/>	£ 845.00	£ 1014.00	<input type="checkbox"/>
First timer discount - full delegate *	695.00	834.00	<input type="checkbox"/>	765.00	918.00	<input type="checkbox"/>
24 hour Delegate (one day + night) <i>Specify - Wed pm + Thursday/ Thursday + night/ Thursday pm + Friday</i>	450.00	540.00	<input type="checkbox"/>	495.00	594.00	<input type="checkbox"/>
Day Delegate ** <i>Specify - Thursday / Friday</i>	345.00	402.00	<input type="checkbox"/>	380.00	456.00	<input type="checkbox"/>
Non-Member						
Full Delegate*	825.00	990.00	<input type="checkbox"/>	905.00	1086.00	<input type="checkbox"/>
First timer discount - full delegate *	745.00	894.00	<input type="checkbox"/>	815.00	978.00	<input type="checkbox"/>
24 hour Delegate (one day + night) <i>Specify Wed pm + Thursday/ Thursday + pm/ Thursday pm + Friday</i>	465.00	558.00	<input type="checkbox"/>	510.00	612.00	<input type="checkbox"/>
Day Delegate ** <i>Specify - Thursday / Friday</i>	360.00	432.00	<input type="checkbox"/>	395.00	474.00	<input type="checkbox"/>
Social Ticket						
Thursday dinner, B&B ***	280.00	336.00	<input type="checkbox"/>	310.00	372.00	<input type="checkbox"/>
Golf Package						
Wednesday dinner, B&B (excluding green fees)	255.00	306.00	<input type="checkbox"/>	280.00	336.00	<input type="checkbox"/>

* Full Delegate includes all meals & accommodation throughout conference. ** Daily attendance includes lunch but not dinner. *** Conference Dinner includes half bottle of wine.

ALL OTHER COMBINATIONS CONTACT THE CONFERENCE SECRETARIAT

If claiming BIG discount please supply BIG Membership No: _____ (paid up Jan - Dec 2012)

I agree to the terms and conditions, as stated overleaf

SIGNED: _____ / 2012

Payment Details

All fees are to be paid in pounds sterling and are subject to VAT, at the standard rate of 20%, including international bookings.

Amount Payable _____ Total including VAT £ _____

Please indicate how you will be paying by ticking one of the following:

Cheque I enclose a cheque for: £ _____ made payable to BIG Conference

Bank Transfer BIG Conference, HSBC, 16 King Street, Covent Garden, London WC2E 8JF

Sort Code: 40-04-09 Account No: 22038722 BIC: MIDLGB2106D IBAN: GB27MIDL40040922038722

Please tick if you require an invoice Purchase Order No. _____

Send registration form and payment to the **BIG Conference Secretariat:**

9, Graham Court, Eastcote Lane, Northolt, Middlesex UB5 4HT | Tel & fax: +44 (0) 20 8864 1834 Email: info@bigconference.org
VAT Registration No. 799 5715 52

Terms & Conditions of Booking

- Payment of delegate fees must accompany bookings.
- Places cannot be guaranteed for unpaid bookings.
- Fees may be refunded, subject to a 35% cancellation fee to cover administration, if received in writing 4 weeks prior to conference.
- If cancelling within 4 weeks of conference then the full fee becomes payable, although a substitute delegate may be sent at no charge.
- In the unlikely event that this conference is forced to be cancelled or curtailed, refunds will only be provided where this occurs for reasons within the control of BIG Conference.

Early Payment Discount

- If you book **and pay by Friday 24 February 2012** there is a 10% reduction in the full delegate fee.

First Timer Discount

- If you have never attended the BIG Conference before you are entitled to a 10% discount if attending the whole conference. Full payment is required with the booking.
- Delegates who have paid their annual BIG subscription for 2012 are entitled to a membership discount.
- **You should note that members' fees are only available to delegates whose annual subscription has been renewed in 2012, i.e. up to 31 December 2012. If bookings are received assuming BIG membership but no fee has been paid to BIG Limited, the full delegate fee will apply.**
- BIG membership fees **cannot be accepted through the Conference account.** Payments must be made directly to BIG Ltd.
- Payment is by BACS or cheque. Credit cards are **not accepted**
- Enclose your cheque made payable to **BIG Conference**, drawn on a bank with London clearing, for the total payment.
- Alternatively payment may be made by BACS to HSBC, 16 King Street, Covent Garden, London WC2E 8JF. Sort Code 40-04-09 Account Number 22038722
BIC: MIDLGB2106D IBAN: GB27MIDL40040922038722

Marketing

Your contact details will be shared with BIG Ltd.

If you do **NOT** want your details passed on please tick this box