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

Surname ..... Initials ..... 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)** **DELEGATE REGISTRATION FORMS NOT DULY & FULLY COMPLETED WILL NOT BE VALID**
(Please tick appropriate section) Amount Due (£ Sterling)

☐ Speaker Registration (submitted oral/poster papers) (Payment must be received before Friday 7th August 2015)	£645.00	£ .....
☐ Reduced Early Bird Registration (Payment must be received before Friday 7th August 2015)	£760.00	£ .....
☐ Full Registration (Payment received after Friday 7th August 2015)	£875.00	£ .....
☐ Student Registration	Price on application	£ .....
Table Top Exhibits/Delegate Pack Inserts		
☐ Table Top Exhibit (I am registered to attend)	£1500.00	£ .....
☐ Table Top Exhibit (I am NOT registered to attend)	£2500.00	£ .....
☐ Delegate Pack Insert	£450.00	£ .....
For those Unable to Attend		
☐ Set(s) of HAH 2015 materials	@ £395.00 (per set)	£ .....
Total Amount Payable		**£** .....

Registration fees include admission to all conference sessions, morning and afternoon refreshments and lunches on the 28th, 29th and 30th October 2015.

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 **HAH 2015** on the reverse of the cheque.)

☐ I have made a payment by bank transfer (quoting **HAH 2015** 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 GB91BARC20353559179600 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 25TH SEPTEMBER 2015. LATE PAYMENT AFTER FRIDAY 25TH SEPTEMBER 2015 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 11th September 2015 will be refunded in full less an administrative charge of £225 per person. Refunds will not be possible if a cancellation is received after Friday 11th September 2015. 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:

HAH 2015 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