

# CONFERENCE REGISTRATION FORM

## CONFERENCE

Please state which conference you are registering for:

\_\_\_\_\_

## PARTICIPANT DETAILS

Name

Organisation

Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town

Postcode

Country

Fax number

Email

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DIETARY REQUIREMENTS

Please state any special dietary requirements:

\_\_\_\_\_

## BADGE DETAILS

Please tell us what you would like to appear on your badge (4 lines max):

Name

Organisation

City

Country

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are an author, please give the reference number of the papers you will be presenting:

\_\_\_\_\_

## PAYMENT

If you require a pro-forma invoice before payment, please tick this box:

REGISTRATION FEE

CONFERENCE DINNER TICKETS

TOTAL

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UK POUNDS

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**Payment options:** A Bankers Draft (drawn on a UK bank), a UK Bank Cheque (made payable to Civil-Comp Ltd) or a credit card payment form for the total above must be sent WITH this form unless you have ticked the box above. All amounts are in UK Pounds Sterling. We cannot accept payments in another currency. Payment must be received at least 21 days before the conference.

**The registration fee includes:** attendance at all conference sessions, morning coffee, lunch, afternoon tea and one set of Conference Proceedings.

**Cancellation policy:** Prior to 1st July preceding the conference cancellation refunds will be paid less a charge of 20%. After 1st July no refunds will be given.

**Insurance:** Please note that it is the responsibility of each participant to take out full insurance to cover all expenses, including the registration fee, in the event that they are unable to travel for whatever reason.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

**Please send the completed form to**

Civil-Comp Ltd

Dun Eaglais, Station Brae, Kippen, Stirling FK8 3DY, Scotland (UK).

tel: +44 (0)1786 870166 fax: +44 (0)1786 870167

