



7th & 8th September 2010, Marriott London, Grosvenor Square

IITT National Training Conference & Exhibition 2010

Training 2010

Section One Delegate's Details

IITT Membership No (if applicable)

Title Mr/Mrs/Ms/Miss

First Name

Surname

(Please note that bookings cannot be accepted without a delegate name. One booking form per delegate)

Name to appear on your delegate badge

(if different from above)

Job Title

Organisation

Work Address

Postcode

Country

Work Telephone

Fax Number

Mobile Number

Email Address

(Please write your email clearly as we will be sending your joining instructions electronically)

Section Two Type of Ticket (Please tick)

EB IITT Member

EB Non Member

IITT Member

Non Member

BCS Member

(EB = Early Bird. The Early Bird rate expires 30th June 2010. BCS Members qualify for IITT Member Rates)

Section Three Fee Summary (Please tick as appropriate)

FOC Members Seminar (Day 1 only)

Networking Dinner (Free for Conference Delegates)

EB IITT Member Conference (Day 2). £325+VAT

EB Non-Members (Day 2). £395+VAT

(EB = Early Bird. The Early Bird rate expires 30th June 2010).

IITT Member Conference (Day 2). £425+VAT

Non Members (Day 2). £495+VAT

(Please note the Conference fee includes the Networking Dinner fee. For those not booked on conference the Networking Dinner is £75+VAT)



INSTITUTE OF IT TRAINING

Westwood House, Westwood Business Park, Coventry, CV4 8HS

Tel: +44 (0)845 006 8858 Fax: +44 (0)845 006 8871

Email: info@iitt.org.uk www.iitt.org.uk

**Section Four Method of Payment** (Please tick as appropriate)

- Cheque enclosed for £..... made payable to **The Institute of IT Training**
- Please invoice my company using Purchase Order No:..... (please submit with booking form)

Invoice Address (If different from Delegate's)

Postcode

Telephone

Email Address

- Please charge my credit/debit card. Visa MasterCard Amex Switch/Maestro

Please print your card number in the boxes below Expiry Date / Security Code (CV2) (Last 3 digits on back of card or 4 digits on front of Amex) Start Date / Issues No Name on card _____

Signature

Date

Section Five Additional Information (Please tick appropriate Box)**Section Six Terms & Conditions****Bookings:**

- All place bookings are provisional until a booking form is received either by post or fax and payment is made in full.
- Written acknowledgement by the IITT, of an official booking form confirms the relevant delegate conference place and the terms and conditions below. The conditions are then binding from the date shown on the acknowledgement.
- Accommodation bookings through the Hotel are on a strictly first-come-first-served basis.

Fees:

- The fees are shown in the conference brochure and on the website and are exclusive of VAT.
- IITT Membership number must be quoted or verification of application supplied if you are claiming a membership discount.
- Payment must be made *in full* 30 days prior to the conference start date.
- The fee includes refreshments, lunch and full documentation.

Cancellations/Transfers:

- You are welcome to substitute an alternative participant free of charge at any time.
- All cancellations and substitutes will be recognised only when received and acknowledged in writing.
- Cancellations received in writing up to one month before the event (i.e. 5th August 2010) will receive a 50% refund.
- Cancellations received less than one month prior or in the case of non-attendance delegate is liable for the full fee.

Change of terms: It may be necessary for reasons beyond our control to alter the venue or timetable of a conference. Fees will be refunded should the Institute cancel any event. We accept no liability for any other cost

I agree to abide by the booking terms and conditions

Signature

Date

Print Name

Job Title



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