

Booking Form – Individual Delegate Ticket

13th & 14th September 2011, Hilton Birmingham Metropole

Section One Delegate's Details

IITT Membership No (if applicable)	Title Mr/Mrs/Ms/Miss
First Name	Surname
<i>(Please note that bookings cannot be accepted without a delegate name. One booking form per delegate)</i>	
Name to appear on your delegate badge	
<i>(if different from above)</i>	
Job Title	
Organisation	
Work Address	
Postcode	Country
Work Telephone	Fax Number
Mobile Number	
Email Address	
<i>(Please write your email clearly as we will be sending your joining instructions electronically)</i>	

Section Two Fee Summary (Please tick as appropriate)

<input type="checkbox"/> FOC Seminar (Day 1 only)	<input type="checkbox"/> Networking Dinner (On the evening of 13 th Sept.) £120+VAT
<input type="checkbox"/> IITT Member Earlybird: £325 + VAT	<input type="checkbox"/> Non Member Early bird: £395 + VAT
<input type="checkbox"/> IITT Member Conference: £425+VAT	<input type="checkbox"/> Non Members: £495+VAT

(Please note the Conference fee does not include the Networking Dinner fee.)

Thank you for registering your interest in this event. We will pass these details to our exhibitors so they can contact you about their products and services.

If you do not wish to receive information from our exhibitors, please tick here

I am interested in exhibiting at LEARNING LIVE 2011, please tick here

One of our team will contact you shortly.

LEARNING LIVE 13-14 September 2011

Global L&D speakers
Interactive L&D workshops
A host of leading Exhibitors
Gala Networking Dinner
Inspirational Keynote speaker
And much more...

IITT

Westwood House
Westwood Business Park
Coventry
CV4 8HS
T: +44 (0)845 006 8858
F: +44 (0)845 006 8871

Section Three Method of Payment (Please tick as appropriate)

Cheque enclosed for £..... made payable to IITT

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 Four Additional Information

Section Five 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 2011) 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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