

16th Annual Transport Practitioners' Meeting

5 - 6 July 2018, The Examination Schools Oxford



I am a: Delegate
 Speaker
 Sponsor/Exhibitor

I would like to attend: Free Networking Social Wednesday 4 July 2018
 Complimentary Awards Ceremony* Thursday 5 July 2018, from 18:30
 Conference Day Programme Thursday 5 July 2018
 Conference Day Programme Friday 6 July 2018

Attendance Fee Type (Please choose one) Standard Rate Member Rate/Local Authority/Charity Rate

CILT/ TPS/ Act Travelwise Membership

Title First Name Surname

Position

Organisation

Email

Telephone

Address

Post Code

Dietary or access requirements

Second Delegate

Title First Name Surname

Position

Email

Dietary or access requirements

Payment

Payment enclosed for £ + VAT Cheque made payable to PTRC

Card Number CSV Code Expiry Date

Card Holder's name and address (if different from above)

Post Code Purchase Order Number

Invoice Invoice name and address (if different from above)

Please attach a copy of your purchase order made payable to PTRC

Signature Authorisation I have read and accept the terms and conditions Date

Name Signature

	One Day Rate	Two Day Rate
Standard Rate	£299.00	£449.00
Local Authority Rate **	£249.00	£399.00
Speaker Rate	£199.00	£299.00
Member Rate	£249.00	£399.00

Local Authorities receive two bookings for the price of one.
Please contact PTRC to book.

* The Networking Drinks and Awards Ceremony will take place on Thursday 5 July 2018 from 18:30. All ticket prices include admission to both events, subject to RSVP two weeks in advance. Due to catering requirements, we will not be able to accommodate late requests to join. No shows for these events are subject to a £50 administration fee. Please contact PTRC for further information.

Terms & Conditions

1 Registration Form

Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending.

2 Fee

Fees include attendance at the conference, refreshments and lunch. Fees do not include overnight accommodation, breakfast and evening meals unless otherwise stated.

3 Acknowledgement

Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately two weeks before the start of the event.

4 Payment

Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise.

5 Cancellation

All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 14 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 14 days of the event date or a 'no show', will be liable for the full fee.

6 Disclaimer

PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least two weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever.

7 Data Protection

Details will be held on a database in accordance with the 1998 Data Protection Act. Information will be used for internal marketing purposes only and will not be shared with any external organisations.

Please return form to

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