

# EVENT BOOKING FORM

BOOKING REF: \_\_\_\_\_ MEMBERSHIP NO. \_\_\_\_\_

**REGISTRATION** Please complete in capitals.

Family Name \_\_\_\_\_ Title (Mr, Mrs, Miss) \_\_\_\_\_  
First Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Name of Organisation (for name badge) \_\_\_\_\_  
Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
Town/City \_\_\_\_\_  
Postcode \_\_\_\_\_  
Contact Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Do you have any special requirements? \_\_\_\_\_

How did you hear about this event?  Direct mail  Website  Colleague  Other

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you're interested in:

- Events and training opportunities  
 News and updates from the Institution  
 Services and offers from our preferred partners

## WHICH EVENT WOULD YOU LIKE TO ATTEND?

EVENT: \_\_\_\_\_

| DELEGATE TYPE                                    | QUANTITY | FEE    | VAT          | TOTAL |
|--|----------|--------|--------------|-------|
| Member,<br>Institution of Mechanical Engineers * |          |        |              |       |
| Member, supporting organisation                  |          |        |              |       |
| Non-member                                       |          |        |              |       |
| Student/retired                                  |          |        |              |       |
| Invoice charging (if applicable)                 |          | £10.00 | £2.00        |       |
|  |          |        | <b>TOTAL</b> | £     |

\* Please provide membership number above

## PAYMENT DETAILS

**Payment must accompany this registration form. Registration will be confirmed only on receipt of full payment.**

### PLEASE INDICATE METHOD OF PAYMENT:

- Cheque** Cheques should be made payable to IMechE and crossed. Please note international delegates may pay only by credit card, BACS or banker's draft. A copy of the draft must accompany this form. It is the delegate's responsibility to pay any bank charges.
- Credit Card**  
Card type:  Visa  MasterCard (please note we cannot accept American Express, Diners Club or Maestro)  
Card No \_\_\_\_\_ Valid From \_\_\_\_\_ / \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_  
Name of Cardholder \_\_\_\_\_  
Billing Address of Cardholder (if different from above) \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Amount to be Deducted \_\_\_\_\_ Signature \_\_\_\_\_
- BACS** BACS bank transfers can be made to:  
**IMechE Current Account, NatWest Charing Cross Branch.**  
Sort Code: **60-40-05** Acc No: **00817767**  
Swift Code: **NWBKGB2L** IBAN Code: **GB96NWBK60400500817767**  
A copy of the draft must accompany this form.

- Invoice (UK residents only)** Delegates wishing to be invoiced must provide an order number. If your company does not use order numbers please include a formal request for invoicing on your company's letterhead. A charge of £10 +VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.

Order No \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Name and Address for Invoicing \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Tel \_\_\_\_\_ Fax \_\_\_\_\_

## FIVE WAYS TO BOOK

- 1 Online:  
[www.imeche.org/events](http://www.imeche.org/events)
- 2 Email:  
[eventenquiries@imeche.org](mailto:eventenquiries@imeche.org)
- 3 Phone:  
**+44 (0)20 7973 1258**
- 4 Post completed booking form to:  
**Event Registrations  
Institution of Mechanical  
Engineers  
1 Birdcage Walk  
London SW1H 9JJ**
- 5 Fax:  
**+44 (0)20 7222 9881**

Please read the information listed below as each booking is subject to the Institution's standard terms and conditions.

### CONDITIONS OF BOOKING

Completed application forms should be returned to the address above, along with the correct payment. Attendance at the event will be confirmed on receipt of the full balance. All participants are advised to bring a copy of their confirmation with them on the day, to ensure the fastest possible entry.

### SPECIAL REQUIREMENTS

Please inform us of any special requirements, ie. dietary or access, on the relevant section of this form.

### CANCELLATION

For a refund (minus £25 +VAT admin charge), cancellations must be received at least 14 days prior to the event. Replacement delegates are welcome at any time. The Institution reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged. In the event that the Institution postpones an event for any reason and the delegate is unable or unwilling to attend on the rescheduled date, they will receive a full refund of the fee paid.

The Institution is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. The Institution shall assume no liability whatsoever if this event is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, the Institution reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever. Any substitutions or alterations will be updated on the event's webpage as soon as possible.

### LIABILITY

The organisers do not accept liability for any injuries or losses of any nature incurred by delegates and/or accompanying persons, nor for loss or damage to their luggage and/or personal belongings.

### ENQUIRIES

For event enquiries please call **+44 (0)20 7973 1258** or email [eventenquiries@imeche.org](mailto:eventenquiries@imeche.org)

The Institution of Mechanical Engineers is a registered charity (no 206882) VAT No GB299930493.