



TOPRA Annual Symposium 2009 SME DAY



BOOKING FORM

Date: 7 October 2009 Venue: Clarion Hotel, Stockholm, Sweden

Reference: SYM/09

Ways to book

Please complete in block capital letters and return this form with payment to TOPRA using one of the following methods:

Post: TOPRA, Bellerive House, 3 Muirfield Crescent, London E14 9SZ

Fax: +44 (0) 20 7537 2003

Email: meetings@topra.org

Online: www.topra.org/smedaybf

On receipt of your booking form we will confirm your provisional place in writing and provide directions to the venue. An invoice will be sent separately. To ensure admission, payment must be received prior to the meeting.

If you have any queries, contact us on: +44 (0) 20 7510 2560 or meetings@topra.org

Dr Mr Mrs Ms Other

Family name

First name Male Female

Company name

VAT reg. no.

Job title

Telephone

Fax

E-mail

Work Address

City Postcode

Country

Invoice Address

(If different from above address)

City Postcode

Country

Special dietary requirements

Fees and payment method

SME Day

Member: €343.75 = €275.00 + €68.75 (SE VAT 25%)

Non Member: €406.25 = €325.00 + €81.25 (SE VAT 25%)

The VAT rate charged will be the prevailing rate at the time of invoicing.

Cheque enclosed Cheque No

Bank transfer Date of transfer / /

Please charge my debit/credit card Purchase Order No.

Debit/credit card details

(For cards accepted, see payment section below)

Debit Card Visa MasterCard American Express

Card No

Expiry date /

Security code Visa, MasterCard, Debit cards: the last 3 digits AFTER the card number in the signature area of the card.

Card holder name (as given on card)

Billing address for card (must be provided if different from the Work Address)

City Postcode

Country

TOPRA will seek authorisation from the card-issuing company before confirming any reservation. (SE VAT Registration No: SE 5020 6733 4801)

By signing below, I confirm that I agree with TOPRA's Terms & Conditions of Booking. These are available from the office or on the TOPRA website at: www.topra.org/bookingTandC

SIGNATURE

DATE

Terms and conditions (Please note: TOPRA's full standard Terms & Conditions are available on the website at www.topra.org/bookingTandC).

Payment:

- **Cheques:** must be made payable to TOPRA and drawn on a UK bank in either Euro or Sterling.
- **Debit/Credit card:** for payment by card please complete the relevant details above. Cards accepted: AMEX, Debit MasterCard, Delta, Electron, Maestro, MasterCard, Solo, Visa. All cards will be charged in Sterling.
- **Bank Transfers:** may be made to Lloyds TSB Bank PLC. Please quote the delegate's name and the course reference in the transmission details. The delegate must pay all bank charges.
- **Sterling Transfers:** Account No: 00340310, Sort Code: 30-00-09, IBAN: GB45 LOYD 3000 0900 3403 10, BIC LOYDGB21013
- **Euro Transfers:** Account No: 86330987, Sort Code: 30-00-09, IBAN: GB19 LOYD 3000 0986 3309 87, BIC LOYDGB21013
- Your place is secured only upon receipt of full payment.

Please note:

Fee excludes accommodation and travel. The delegate ticket includes refreshments at coffee breaks and buffet lunch on 7th October 2009.

Discounted fees:

Personnel in full-time education, working in academia (full-time) or working for a statutory regulatory body will be entitled to a 25% discount on the above fees. Please contact TOPRA for details.

Cancellations:

All cancellations must be received in writing 28 calendar days before the start of the course and will be subject to an administration fee of €100 + GB VAT. Payment can be in Euro or Sterling.

Data Protection:

- We may occasionally send you promotional or other information about TOPRA's products and services. If you do not wish to receive this information, you can opt out of future communications by ticking this box
- We may occasionally send you promotional or product information from organisations and companies other than TOPRA. If you do not wish to receive this information, you can opt out of future communications by ticking this box