



**Date:** Monday 4th October 2010 **Venue:** Hilton Park Lane, London, UK

**Reference:** SYM/10

### 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

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

### Payment method

Cheque enclosed  Cheque No.

Bank transfer  Date of transfer  /  /

Please charge my debit/credit card  Purchase Order No.

### Fees

#### SME Day

Member:  £293.75 = £250 + £43.75 (GB VAT 17.5%)

Non Member:  £340.75 = £290 + £50.75 (GB VAT 17.5%)

### 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)*

*TOPRA will seek authorisation from the card-issuing company before confirming any reservation. (VAT Registration No.: GB 342 7398 40)*

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](http://www.topra.org/bookingTandC)

SIGNATURE

DATE

### Experience in the Subject Area

Negligible  Average  Considerable

Your current role Generics  CRO  European  Global  Local affiliate

Other

Experience in Regulatory Affairs Years  Months

**Terms and conditions** *(Please note: TOPRA's full standard Terms & Conditions are available on the website at [www.topra.org/bookingTandC](http://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, buffet lunch and drinks reception on 4th October 2010.

#### Discounted fees:

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