



Date: 5th October 2010 Venue: Hilton Park Lane, London, UK

Reference: SYM/10

Ways to book

If you would like to attend the 7th TOPRA Annual Symposium Gala Dinner and Regulatory Awards Ceremony in London on **5 October 2010**, please fill in your details below.

On receipt of your booking form we will confirm your 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 event.

For full information on the Regulatory Affairs Awards please go to www.regulatoryaffairsawards.org

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

Dr Mr Mrs Ms Other

Family name

First name Male Female

Company name

VAT reg. no.

Job title

Telephone

Fax

E-mail

Membership No.

Please enter your membership number if known.

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

Individual ticket to the Awards Ceremony and Gala Dinner **£250.00 + VAT**

Double ticket to the Awards Ceremony and Gala Dinner **£450.00 + VAT**

Table of 10 **£2000.00 + VAT**

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

Please note a three-day delegate ticket to the 7th TOPRA Annual Symposium also includes a ticket to the Gala Dinner. Please let TOPRA know if this applies to you – or anyone in your party.

Debit/credit card details

In order for your application form to be processed you need to provide us with your debit/credit card details.

TOPRA accepts AMEX, Debit MasterCard, Delta, Electron, Maestro, MasterCard, Solo, Visa. All cards will be charged in Sterling (equivalent at time of processing).

Debit Card Visa MasterCard American Express

(preferred)

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

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.
Your place is secured only upon receipt of full payment.

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:

Cancellations should be received in writing 21 days before the event and will be subject to a £50 (+ GB VAT) cancellation fee per head. No refunds will be given for cancellations received after that time.

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