

Please complete  
a separate form for  
each delegate

# Booking Form

## Book before 19 September 2008 to get Early Bird Discounts

I wish to attend the ACT Travelwise Autumn National Conference on 13 and 14 November 2008

Title	Surname	Forename
<hr/>		
Position		
<hr/>		
Department		
<hr/>		
Organisation		
<hr/>		
Address		
<hr/>		
<hr/>		
		Postcode
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Telephone		Fax
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Email		
<hr/>		
Signature of Authorisation		Date
<hr/>		
Please state any special dietary/access or other requirements		
<hr/>		
<hr/>		

Please email me more details of exhibition and promotional opportunities

## Address for Invoice

Purchase order number		
<hr/>		
Title	Surname	Forename
<hr/>		
Position		
<hr/>		
Department		
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Organisation		
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Address		
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		Postcode
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Telephone		Fax
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Email		
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## Registration Fees

**Early Bird Member Rate: £325**  
**Standard Member Rate: £350**  
**Non Member Rate: £395**  
**Single Day Attendance: £200**

(All fees include the Gala Dinner and Drinks Reception on 13 November and are subject to VAT at 17.5%)

**Please ensure that all cheques are made payable to PTRC re. ACT Travelwise**

<input type="checkbox"/>	I would like to attend the Drinks Reception
<input type="checkbox"/>	I would like to join ACT Travelwise for £370 and receive the membership discount for this event
<input type="checkbox"/>	I enclose a cheque payable to 'PTRC re. ACT Travelwise'
<input type="checkbox"/>	Please Invoice
Fee	£
<hr/>	
Membership Fee (if applicable)	£
<hr/>	
VAT @17.5%	£
<hr/>	
<b>TOTAL</b>	<b>£</b>
<hr/>	

The conference discount  
for ACT Travelwise Members  
is £45

There are many other  
benefits to joining ACT Travelwise,  
take a look at our websites  
**www.act-uk.com**  
**www.travelwise.org.uk**  
**www.acttravelwise.org.uk**  
to find out more.

## Cancellation

Any substitutes or changes in details of delegates must be made in writing. Cancellations received before 31 October 2008 will be subject to an administration fee of £50 + VAT. Cancellation of a confirmed booking after this date, including non-arrival at the event, will be liable for the the full fee.

## To register, please post or fax this form to:

ACT Travelwise  
1 Vernon Mews  
Vernon Street  
London W14 0RL

Tel: 020 7348 1970  
Fax: 020 7348 1989  
Email: rory@acttravelwise.org

Websites: www.act-uk.com  
www.travelwise.org.uk  
www.acttravelwise.org.uk

There are many hotels in the close vicinity of the ICC, please contact Rory McMullan for further information. Tel: 020 7348 1970 or email: rory@acttravelwise.org

Should you be planning to extend your stay, please contact the Heart of England Tourist Board www.visitheartofengland.com

**ACT TRAVELWISE**®