CIWM Events Booking Form

Please complete this form in BLOCK CAPITALS

EVENT TITLE: .....
EVENT DATE: .....

DELEGATE(S) DETAILS

1. Forename: ..... Surname: ..... Job Title: .....
Tel: ..... Fax: ..... Member: CIWM ☐
Membership #: ..... E-mail: .....
Special Needs/Dietary Requirements: .....

2. Forename: ..... Surname: ..... Job Title: .....
Tel: ..... Fax: ..... Member: CIWM ☐
Membership #: ..... E-mail: .....
Special Needs/Dietary Requirements: .....

COMPANY ADDRESS DETAILS

Company Name: .....
Address: .....
..... Postcode: .....

HOW DID YOUR HEAR ABOUT THE COURSE?

☐ CIWM Email ☐ CIWM E Bulletin ☐ CIWM Journal ☐ CIWM News Online
☐ CIWM Event/Training ☐ www.ciwm.co.uk ☐ Via Colleague ☐ CIWM Stand at Trade show (Please specify).....
☐ Other Sources (please specify) .....

DELEGATE FEES

☐ CIWM Member £115 + VAT @ 17.5% = £135.13 ☐ Local Authorities £115 + VAT @ 17.5% = £135.13
☐ Non Member £250 + VAT @ 17.5% = £293.75

PAYMENT OPTIONS (VAT Reg No. 581 4550 37)

NOTE TO OVERSEAS DELEGATES:- All overseas delegates must pay by credit/debit card. If you would prefer to pay by bank transfer please contact the operations team for bank transfer details prior to booking. Payment in FULL is required to confirm your place.

☐ I enclose a cheque for £..... (incl. VAT) made payable to IWM Business Services Limited
☐ Please invoice my organisation, quoting purchase order number ..... (Failure to provide purchase order number will invalidate booking)
Accounts Contact Name: .....
Accounts Department Address: .....
..... Postcode: .....
Accounts Tel: .....Accounts Email Address: .....
☐ Please debit my credit card for £ ..... (MASTERCARD OR VISA ONLY)

Card account number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card Expiry Date ☐☐ – ☐☐ Name of Card Holder: .....

COMPANY AUTHORISED SIGNATORY TO SIGN THIS FORM TO CONFIRM YOUR BOOKING

(by signing you agree to accept the booking terms as set out below)

SIGNATURE: ..... DATE: .....
PRINT NAME: ..... POSITION: .....

Terms and Conditions & Data Protection

Any cancellations must be received by IWM Business Services Ltd in writing at least 14 days prior to the commencement of the event (a cancellation charge of £45 +VAT will be incurred). After this period the cancellation cannot be accepted or any fees refunded but a substitute delegate can be named. It may be necessary for reasons beyond the control of IWM Business Services Limited to change the content and timing of the programme, the speakers, the date or the venue. In the unlikely event of the programme being cancelled we will make a full refund but disclaim any further liability. We advise that you do not make confirmed travel/accommodation arrangements more than 7 days prior to a event, or until joining instructions have been received.

CIWM and its trading subsidiary IWM Business Services Ltd would like to:

- Contact you with details of their products and services that might be of interest to you. If you would prefer not to receive this information by post and phone please tick here ☐
- We'd like to keep you up to date by email with latest developments, events, publications and other products and services that we feel you will find interesting, but we won't email you with these messages if you tick this box ☐
- From time to time we would like to share your details with carefully selected companies whose services we feel might interest you. If you would prefer not to receive this information, please tick here: by post ☐ by phone ☐. If you would like to receive this information by email please tick here ☐

Please return the completed booking form to the organiser:
Operations Department, IWM Business Services Limited, 9 Saxon Court, St. Peter's Gardens, Northampton NN1 1SX
Tel: 01604 620426 Fax: 01604 604467 Email: training@ciwm.co.uk

The Chartered Institution of Wastes Management