

Private Prosecution

The Definitive Guide

Booking Form 2 July 2015

Thank you for registering to attend our conference - Private Prosecution - The Definitive Guide.

If you have any questions about registration, please call Conference Administrator Chanel Gamon on 020 7933 8855.

1. Delegate Information

Delegate 1 (please copy this form if you require additional delegates)

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	E-mail	
<input type="text"/>	<input type="text"/>	
Telephone	Special Dietary Requirements	
<input type="text"/>	<input type="text"/>	

Delegate 2 (please copy this form if you require additional delegates)

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title	E-mail	
<input type="text"/>	<input type="text"/>	
Telephone	Special Dietary Requirements	
<input type="text"/>	<input type="text"/>	

2. Organisation Details

Organisation Name	<input type="text"/>		
Organisation Address	<input type="text"/>		
City	Post Code		
<input type="text"/>	<input type="text"/>		
E-mail	Telephone		
<input type="text"/>	<input type="text"/>		

3. Booking Details & Payment

Conference rates include attendance, buffet lunch, refreshments and drinks reception.

	No of places	£
CONFERENCE DELEGATE RATE		
	£250 + £50 VAT -	£300
CONFERENCE DELEGATE EARLY BIRD RATE (Book before 12 th June)	£200 + £40 VAT -	£240

TOTAL

Please indicate method of payment by circling A or B below:

- A. I attach cheque for £ payable to 'QEB Management Co. Ltd', please send me a VAT receipt; or
B. I have sent the sum of £ to your bank account using the following details:

Nat West Bank plc
Sort Code: 60-80-08
Account Name: QEB Management Co Ltd
Account Number : 95712208
Quoting reference: PPC/your initial.surname

NB - Payment will be required prior to the conference date to secure admission.

Please return completed Booking Forms to chanel.gamon@qebhw.co.uk – or QEB Hollis Whiteman (ref: PPC), 1-2 Laurence Pountney Hill, London EC4R 0EU – DX 858 London City

Terms & Conditions

1. Receipt of a completed Booking Form constitutes acceptance by you of these Terms & Conditions. Your place is not guaranteed until you have received email confirmation from QEB Management Co Ltd. If you do not receive confirmation within 2 working days of your booking being made, please contact us by email at Chanel.Gamon@qebhw.co.uk
2. The delegate(s) and organisation named in this Booking Form are jointly and severally liable for payment of all fees due under this agreement.
3. Cancellations received one month prior to the event will be refunded but will be subject to a £25 administration fee. If a cancellation is made after **2 June 2015** we regret that no refund can be made. Substitute delegates are welcome at no extra charge but we require you to advise us of any substitutions 72 hours prior to the event. Any cancellations that still have payment outstanding will be liable for either the administration fee or the full registration fee, dependent on the time of the cancellation.
4. Changes to any aspect of the conference (including speakers) may be necessary due to events outside of our control, we therefore reserve the right to make any necessary amendments to the programme or timings of the event.
5. To the extent permitted by law, neither QEB Management Co. Ltd. nor its presenters will be liable by reason of breach of contract, negligence or otherwise for any loss or consequential loss occasioned to any person acting, omitting to act or refraining from acting in reliance upon any conference material or presentation of the conference or, except to the extent that any such loss does not exceed the price of the event, arising from or connected with any error or omission in any material supplied or presentation of the conference. Consequential loss shall be deemed to include, but is not limited to, any loss of profits or anticipated profits, damage to reputation or goodwill, loss of business or anticipated business, damages, costs, expenses incurred or payable to any third party or any other indirect or consequential losses.
6. The details of registered delegate(s) (name, job title and organization) will be placed on the attendee list which will be given to sponsoring companies and made available to delegates. Delegates who do not wish to be included on this list should advise at the time of booking.
7. There may be photography and/or video production taking place during the event and the resulting images may be used for promotional purposes online and/or in printed materials. Delegates who do not wish their images to be included in this material should contact us by email at Chanel.Gamon@qebhw.co.uk, at least 24 hours prior to the event.
8. Attendance fees will not be refunded in the event of threat of war, terrorism or other circumstances outside of our and/or the venue management's control.
9. Data Protection: We are collecting your details to enable us to administer this event. We may periodically contact you with details of programmes and services that may be of interest to you. Please contact us (email to Chanel.Gamon@qebhw.co.uk or write to QEB Management Co. Ltd. Ref: PPC/DPA, 1-2 Laurence Pountney Hill, London EC4R 0EU) if you do not wish to be included in this activity.