



Conference Registration Form

- 1 Please use this form to book onto the Conference and for Campus accommodation
- 2 Please complete this form and return with payment in full by 15th of July 2011
- 3 One form per conference delegate – duplicate if necessary

SURNAME **Title** **Male/Female**

FORENAMES

INSTITUTION / COMPANY

CORRESPONDENCE ADDRESS
.....
.....

TELEPHONE **FAX**

Email

Name for badge

SPECIAL REQUIREMENTS

Special dietary requirements

Other requests / details

TRAVEL DETAILS

I will arrive in the UK at Airport on.....(date, time)

My onward journey to Aberystwyth will be by (please tick box) Car Train Other

Estimated date and time of arrival in Aberystwyth.....

OTHER REQUIREMENTS

Are you presenting a paper at the Conference? (Please tick box)

If yes, please state audio-visual aids required

The lecture theatre is equipped with a data projector attached to a PC running the latest version of Windows and PowerPoint with connection for external laptop.

I. CONFERENCE FEES (this includes full attendance to the conference including daily refreshments, meals & conference literature.

Please tick one box and enter amount in box below

		Sub Total
Full Participant Conference Fee (before 15 th July 2011)	£350.00	£
Full Participant Late Conference Fee (after 15 th July and before 26 th of	£420.00	£
Student Participant Conference Fee (before the 15 th of July 2011)	£200.00	£
Student Participant Late Conference Fee (after 15 th July and before 26 th of August 2011)	£250.00	£
Accompanying Person fee (Evening Meals only)	£50.00	£

Name of accompanying person:

Special dietary requirements:

2. RESIDENTIAL RATE

Please tick appropriate boxes and then total in right hand column. Please enter total amount in box below

	11th September 2011	12th September 2011	13th September 2011	14th September 2011	15th September 2011	Sub Total
En-Suite Single Room Bed and Breakfast	£32.50	£32.50	£32.50	£32.50	£32.50	£
No of Rooms:						

TOTAL COSTS

Conference fees - sub total	£
Residential Rate - sub total	£
Accompanying person	£
Total Owng	£

PLEASE COMPLETE PAYMENT DETAILS CONTINUED ON PAGE THREE

PAYMENT DETAILS

Please use the this form to make payment for the conference

- 1 Full payment **must** accompany each application
- 2 Bookings accompanied by incorrect payment will not be confirmed until full / correct payment has been received
- 3 Telephone or email bookings will **not** be accepted
- 4 Please note that the only debit/credit cards accepted are; Switch/Maestro, Visa Delta, Access/Mastercard and Visa.
- 5 Payments by cheque or bankers draft **must** be in pounds sterling, drawn on a UK bank account.
- 6 All payments should be made in **Pounds Sterling only** to **Aberystwyth University**
- 7 I wish to pay by (please tick appropriate box)

Cheque Banker's Draft Debit/Credit Card Direct Transfer ⁽⁴⁾

⁽⁴⁾ Payment by direct transfer must be confirmed by receipt to the Conference Office – no confirmation of booking will be issued until this confirmation is received.

8 Debit/Credit card details

Card Type : Mastercard Switch/Maestro
 VISA Visa Delta

Amount to debit £

Card Number:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

Security Number on Signature Strip (last 3 digits).....

Expiry date / Issue Number (Switch/Solo) Start date /

Name of Cardholder

Address of Cardholder (if different from above).....

Signature

9 Direct transfer

Sums can be transferred directly to the following bank account – please arrange transfer separately

If bank transfers are being made from abroad the Universities International Bank Account No. (IBAN) will also need to be quoted along with the SWIFT Bank Identification code (BIC):

IBAN

BIC

Cancellations and Refunds

This booking constitutes a legally binding agreement. Any cancellations should be made in writing to the Conference Office. For more details please see our full terms and conditions which are available on our Website; www.aber.ac.uk/visitors

Signature Date

Please complete and return this form to:

The Conference Office
Aberystwyth University
Penbryn
Penglais
Aberystwyth
Ceredigion, SY23 3BY

Tel: 01970 621960

Fax: 01970 622899

Email: conferences@aber.ac.uk