



CIABATA

Booking form

# Climate Change Agreements Induction Workshop

17<sup>th</sup> June 2010 – Kings Buildings, Smith Square, London, SW1P 3JJ



Please complete and return this booking form to secure your place. ONE FORM PER PERSON

## Delegate details

|   |             |           |
|---|-------------|-----------|
| Title:  | First name: | Surname:  |
| Job title:  |             |           |
| Company:  |             |           |
| Address line 1:   |             |           |
| Address line 2:   |             |           |
| Town:   |             |           |
| County:   |             | Postcode: |
| Telephone:  |             | Fax:      |
| E-mail:   |             |           |
| Booked by:  |             |           |
| E-mail address for receipt/invoice to be sent if different from above:  |             |           |
| Post: Mavis Wright CIA, Kings Buildings, Smith Square, London SW1P 3JJ  |             |           |
| Fax: 08718 130306      Email: <a href="mailto:events@cia.org.uk">events@cia.org.uk</a> Telephone: 020 7963 6737 |             |           |

### CONFIRMATION

Confirmation of booking/joining instructions will be issued by email.

### PAYMENT

Bookings not accompanied by payment (cheque/credit card details) must quote a purchase order number. Cheques and bankers drafts must be in Sterling and should be made payable to Chemical Industries Association. Please ensure that the total amount includes VAT.

Chemical Industries Association bank details:

NatWest Bank plc  
Piccadilly & New Bond St Branch  
63 Piccadilly, London W1J 0AJ  
Sort Code: 50-41-01  
Account No 23114193  
Swift No: NWBKGB2L  
IBAN No: GB04NWBK50410123114193  
VAT No: 235 5606 66

Under UK excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK.

### CANCELLATIONS/SUBSTITUTIONS

Substitutions at the same membership level can be accepted at any time. If a booking is cancelled within 14 days of the event, or if the delegate fails to attend the course, the full course fee is payable.

### CONTENT

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. CIA accepts no responsibility for the opinions of speakers or any other persons expressed on its courses. In the event that CIA has to cancel a course a full refund will be given. CIA accepts no responsibility for any travel arrangements or cost due to cancellation.

### ACCESS REQUIREMENTS

To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting [events@cia.org.uk](mailto:events@cia.org.uk).

### DIETARY REQUIREMENTS

We always provide vegetarian options at our events, but please inform us if you need us to cater for any other dietary requirements.

### DATA PROTECTION

CIA processes the information provided by its members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

## Payment details

|  |  |              |  |
|--|--|--------------|--|
| <i>Cost per delegate: please tick appropriate box</i>  |  |              |  |
| <input type="checkbox"/>   | <b>CIA/CIABATA Members: £140 + VAT £24.50 = £164.50</b>  |              |  |
| <input type="checkbox"/>   | <b>Cheque</b> Please make payable to Chemical Industries Association   |              |  |
| <input type="checkbox"/>   | <b>Bank transfer:</b> NatWest Bank plc, Piccadilly and New Bond Street Branch, 63 Piccadilly, London W1J 0AJ.<br>Sort code: 50-41-01; Account No 23114193; Swift No: NWBKGB2L; VAT No: 235 5606 66<br>Please forward a remittance advice to our accounts department quoting reference: 80349 |              |  |
| Bookings not accompanied by payment <b>must</b> quote a purchase order no:   |  |              |  |
| <b>Credit Card:</b> Please debit my: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex |  |              |  |
| Card No:   |  | Expiry Date: |  |
| Security No: (last three digits on reverse of card)  |  |              |  |
| Name and address of cardholder if different from above:  |  |              |  |
|  |  |              |  |
|  |  |              |  |

For full details of our comprehensive programme of events visit [www.cia.org.uk](http://www.cia.org.uk)