



Information Assurance Seminar Booking Form



29 JUNE 2017

BIRMINGHAM HIPPODROME THEATRE B5 4TB

FEES (to include lunch & refreshments)

Member £129		Associate Member £149	
Non Member £179		Dietary Requirements:-	

Surname	Forenames	Known as	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Company/Organisation

Address for Delegate correspondence	Invoice address
<input type="text"/>	<input type="text"/>
Postcode:	Postcode:

Telephone No	Fax No	Mobile No
<input type="text"/>	<input type="text"/>	<input type="text"/>

DELEGATES E-Mail Address

Purchase Order No (if applicable)

METHOD OF PAYMENT (please tick / delete as appropriate)

<input type="checkbox"/> Debit my Access / Visa / Mastercard / Eurocard for £.....	Card No :
Security Code (last 3 digits of number on reverse of card)	Expiry Date:
<input type="checkbox"/> Send me an Invoice	<input type="checkbox"/> I enclose a cheque

TERMS & CONDITIONS OF BOOKING

Payment is required in advance of Seminar attendance and must be received at the DISA Administration office by **Friday 16 June 2017**(including BACs Remittance Advices.)

Cheques should be made payable to the "Defence Industry Security Association". If payment is to be made by the Company, it is the attendee's responsibility to ensure that the payment is processed via their Accounts Department **before** the due date.

Invoices will be issued upon receipt of a completed and signed booking form. (Receipts are available on request)

RETURNING THIS FORM IS CONFIRMATION OF ACCEPTANCE OF THESE TERMS AND CONDITIONS. FAILURE TO ATTEND OR FAILURE TO MEET THE CANCELLATIONS AND TRANSFERS TERMS BELOW WILL INCUR THE FULL FEE INVOICED.

Cancellations & transfers

Where fees have been paid in advance:-

- All cancellations before **June 2nd 2017** will be refunded, less an administration fee of £75
- Cancellations received **after June 2nd 2017** will **NOT** be refunded.
- Transfers to another delegate after **June 2nd 2017** will incur an administration fee of £75

Where the form has been returned but the fee not paid:-

- and you cancel after **June 2nd 2017** we will charge a £75 administration fee.
- If you wish to transfer the booking to another delegate after **June 2nd 2017** we will charge an administration fee of £75
- If you fail to attend or cancel **after June 2nd 2017** you will be liable for the full fee invoiced.

All cancellation and transfer requests must be made in writing by email, letter or fax via the DISA Administration office and NOT direct to the venue.

Completed booking forms and payments to:-
Defence Industry Security Association
Administration Office

8-9 Acorn Business Centre | Roberts End | Hanley Swan | Worcs WR8 0DN
Tel: +44(0)870 458 9636 | Fax: +44(0) 870 458 9578 | E-mail: training@thedisa.org

I AGREE TO THE TERMS & CONDITIONS ABOVE AND CONFIRM THAT I AM THE BUDGET HOLDER OR THAT I AM AUTHORISED BY THE BUDGET HOLDER TO PLACE THIS BOOKING.

Signed.....Date.....