

IMA Conference Booking Form

BADGING EXCELLENCE IN MONEY ADVICE

Fees and Bookings - as described in the conference brochure

Please reserve the following place(s) for the IMA Conference on Monday 10th May and / or Tuesday 11th May 2010:

	Monday 10th	Tuesday 11th	Both Days
Delegate 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of delegate(s) & Job Title (for badges and delegate list):

	First Name	Surname	Job Title
Delegate 1:			
Delegate 2:			
Delegate 3:			
Delegate 4:			

Company / Organisation:

Address:

Town:

City:

Postcode:

Telephone No:

Fax No:

E-mail:

If you have any dietary requests or additional requirements please give details below. If you have a hearing impairment and wish us to provide a signer we require one months notice to ensure we can secure this service. Please note the venue is fully accessible for those with mobility needs:

Workshop and Training session choices - see brochure for list of those available.

Choose 1 of the following if attending only on the first day for each delegate placing 1-4 in boxes

Choose 2 of the following if attending only on the second day for each delegate placing 1-4 in boxes

Choose 3 of the following sessions if staying for both days for each delegate placing 1-4 in boxes

NOTE: Click into the workshop or training session you want to book and if you are the first delegate listed put the number 1, for second delegate put 2, etc.

Workshop 1	-	-	-	-	Workshop 4	-	-	-	-	Training 3	-	-	-	-
Workshop 2	-	-	-	-	Training 1	-	-	-	-	Training 4	-	-	-	-
Workshop 3	-	-	-	-	Training 2	-	-	-	-					

If you want to make a non-resident booking

If you want to book a twin room

IMA Member

Do you just want to attend the conference gala dinner?

Exhibition Stand

Please reserve me 1 stand

Terms & Conditions of Booking

1. All booking forms appropriately completed and received will be considered an official order for a conference place.
2. Where payment is not received with the booking form, an invoice will be raised and payment will be due according to the terms of that invoice whether the delegate attends or not. If payment is not received by the due date on the invoice then the place(s) reserved may be offered to another delegate(s).
3. All cheques should be made payable to the "Institute of Money Advisers"
4. All bookings for the conference that are cancelled within 3 weeks of the event will **not** be eligible for a refund.
5. Any other cancellations will forfeit £50 towards administration costs.
6. Any delegate changes to your booking may incur an additional administration charge of £10.00.
7. No VAT is charged on any of our fees except for the conference dinner.
8. You may pay by BACS. For details contact Jane Guy as described below.
9. We will acknowledge this booking and send you an invoice electronically for your conference fees once this booking form is returned to us. Please keep a copy of this booking form for your own record.

Whenever possible we will communicate with delegates by e-mail. Please therefore ensure you provide us with an e-mail address that is accessible to you.

Joining instructions for the conference will be e-mailed to all delegates approximately two weeks before the conference.

Conference Administration

This conference is being facilitated and administered by Jane Guy and all enquiries and completed booking forms should be addressed to:

Jane Guy
"Overdale"
Buckland Monachorum
Nr. Yelverton
Devon PL20 7LQ

Tel: 01822 855118
Mobile: 07971 277482
E-mail: jane.guy1@btinternet.com

