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Conference Booking Form

19 November 2019

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| --- | --- | --- | --- | --- | --- |
| Number of tickets required | | |  | | |
| Attendees Full Name(s) | | Email address | | Dietary Requirements | |
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| Contact name (of person booking) | | |  | | |
| Contact email | | |  | | |
| Contact number | | |  | | |
| Where did you hear about this event? (please indicate) | | | | | |
| Email | LinkedIn | Twitter | Facebook | Website | Other |
| Invoice Address | | | | | |
|  | | | | | |

Please read the Terms and Conditions on the following pages and email the completed form to Marcel Hendricks, Chairman of the ACN - [marcel@theacn.co.uk](mailto:marcel@theacn.co.uk).

**Conference Costs Per Person**

£200 - Two day early bird (book by 28 Sept 2019) Members & Public Bodies

£250 - Two day early bird (book by 28 Sept 2019) Non Members

£250 - Two Day Members & Public Bodies after 28 Sept 2019

£300 - Two Day Non Members after 28 Sept 2019

£200 - One Day Members & Public Bodies

£250 - One Day Non Members

**Terms & Conditions**

The following terms and conditions apply to Delegates that book a place at the ACN Conference.

**1. Non-attendance**

1.1 If you are unable to attend, you may send a substitute at no extra cost, provided that you notify us of the change at least 5 working days prior to the event.

1.2 If you fail to notify us of the change we will charge for an additional place.

1.3 In the event of non-attendance you will be liable for the full cost of the place.

**2. Cancellation charges will apply**

2.1 Cancellations can only be made up to 14 days prior to the event.

2.2 After that date (05 November 2019), no refunds can be given for ticket cancellation.

**3. Photography**

3.1 The ACN has arranged for photographs and/or video footage to be taken at events and used for promotional purposes. This may include printed documents or media, editorial coverage, advertising press and use on the internet.

3.2 Delegates who do not wish for their image to be used in this manner must notify is prior to the event.

**4. Data Protection**

4.1 By submitting registration details, Delegates agree to allow The ACN and companies associated with the event to contact you as required for the organisation and administration of the event.

4.2 The contact details of registered Delegates will be placed on the attendee list. This list will be provided to sponsoring companies and may be provided to all Delegates for them to see who is at the event for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

**5. Events beyond our control**

5.1 If the event is cancelled due to circumstances beyond our control, the full cost of the place will be refunded.

5.2 However, The ACN will not be liable for any other costs incurred by delegates.

**6. Accessibility**

6.1 Let us now if you require any assistance in terms of accessibility. Every reasonable effort will be made to accommodate wheelchair users or persons with a disability, provided such persons notify the ACN who will in turn make arrangements with the venue, the RICS at Parliament Square of their disability requirements at the time of booking. A buddy must be allocated to each wheelchair user in case of an evacuation.

**7. Dietary Requirements**

7.1 Where possible we will cater for any dietary requirement on request. The latest order should be forwarded to the ACN at least 72 hours prior to the Hire Period.

Contact details: Any questions or notifications should be sent to [marcel@theacn.co.uk](mailto:marcel@theacn.co.uk)