

 We're expecting you...

DELEGATE DETAILS (complete one form per delegate attending) Member No: _____

Title: _____ First name: _____ Surname: _____

Company: _____

Address: _____

Postcode: _____

Tel: _____ Mobile: _____

Email: _____

CONFERENCE FEES

Fees include: all sessions, buffet lunches, evening reception and the conference dinner.

Description	BCO Member ¹	NextGen Member ²	Non Member
Delegate Fee	£1,265.00	£635.00	£1480.00
VAT (at 20%)	£253.00	£127.00	£296.00
Carbon Credits ³	£2.50	£2.50	£2.50
Total Payable (incl VAT)	£1520.50	£764.50	£1778.50

Please confirm which rate you are applying for by ticking the relevant box

- The membership rate is available to Individual Members of the BCO and the single Principal Member from each Company or, if the Principal Member is unable to attend, their single nominated representative.
- A discounted rate is available to BCO NextGen members, membership fee must have been received at time of booking.
- The cost of acquiring nonmarketable carbon credits to ensure that the BCO Conference is carbon neutral is £2.50 per delegate.

Book online at www.bco.org.uk

CONFERENCE PROGRAMME CHOICES

You may make your programme choices once your booking has been processed and you have been sent your Access Key by email. This will enable you to access your booking details and make your programme choices. This method will ensure your choice is available, as sessions which are full will automatically be unavailable.

If you wish to make your choices at the time of booking, please book online by visiting www.bco.org.uk

FUNCTIONS

Please tick the appropriate boxes, if you wish to attend:

Wednesday
Drinks Reception

Thursday
Lunch

Thursday
Conference Dinner

Friday
Lunch

ADDITIONAL DINNER TICKETS

The conference dinner is included in the conference fee for delegates. Tables of 10 can be reserved by purchasing nine additional guest tickets. Individual guest tickets are also available. Guest names should be given to SAS by Friday 4 May 2012.

Cost per person £168.00 (£140 + VAT @ 20%)

Quantity:

 £

CYCLE RIDE MONDAY 21 - WEDNESDAY 23 MAY

Cost per person (non-refundable) £588.00 (£480 + VAT @ 20%)

Names of additional riders

Name	Delegate / Guest	Guest @ £588.00
1.		£
2.		£
Cycle Ride sub total		£

THE BCO GOLF CUP WEDNESDAY 23 MAY

Cost per person (non-refundable) £132.00 (£110 + VAT @ 20%)

Handicap (BCO cup handicap limit is 28) Shirt size S / M / L / XL

Guests or preferred playing partners

Name	Handicap	Shirt size	Delegate / Guest	Guest @ £132.00
1.				£
2.				£
Golf sub total				£

TOTAL

Delegate fee (insert member or non member rate from page 1)	£
Additional Dinner Ticket/s (insert total amount from page 1)	£
Cycle Ride (insert total amount from above)	£
The BCO Golf Cup (insert total amount from above)	£
FINAL AMOUNT	£

PAYMENT DETAILS

Cheques

Cheques and bank drafts drawn in pounds Sterling on a UK bank should be made payable to British Council for Offices.

Credit Cards

To pay by Credit Card in Sterling, please complete the section below.

I authorise you to debit my Visa/MasterCard account with the amount of £ ⁵

⁵ Should I have calculated the fees incorrectly, I authorise you to debit the correct amount and advise me accordingly

Name on card:

Visa/MasterCard number (unfortunately we not able to take AMEX) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Security No. ⁶ <input type="text"/> <input type="text"/> <input type="text"/>
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⁶ Last three digits on back of the card

Signature of card holder:

Payment is required at the time of booking. Bookings will not be processed without payment. Cancellations received in writing on or before 23 April 2012 will qualify for a full refund less a 20% administrative charge. Thereafter refunds cannot be given, however substitute delegates will be accepted at any time.

I understand and accept the booking conditions described above.

Signed **Date**

The BCO would like to contact you with further relevant information (we will not pass your details on to third parties).

Tick here if you do not wish to receive emails Tick here if you do not wish to receive direct mail

For more information, please visit: www.bco.org.uk Tel: +44 (0)1722 339811 Fax: +44 (0)1722 331313
 Please return to: SAS Event Management, The Old George Brewery, Rolleston Street, Salisbury, SP1 1DX