

**BOOK ONLINE**  
**WWW.BCO.ORG.UK**

# BOOKING FORM

## BCO ANNUAL CONFERENCE 2010



### DELEGATE DETAILS

Complete one form per delegate attending / please photocopy for additional delegates

Title:	First Name:	Surname:
Company:		Company sector (agent, developer etc):
Address:		
		Postcode:
Tel:	Mobile:	
Fax:	Email:	

### 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 following the relevant link at [www.bco.org.uk](http://www.bco.org.uk)

### FUNCTIONS

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

Wednesday reception       Thursday lunch       Thursday conference dinner       Friday lunch

### CONFERENCE FEES

Please tick as appropriate:

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

<input type="checkbox"/> <b>BCO member*</b>	£1429.80** (£1216.85 + VAT @ 17.5%)
Please complete for member rate	Membership number: _____
	Membership type: <input type="checkbox"/> Corporate <input type="checkbox"/> Individual
<input type="checkbox"/> <b>Non member</b>	£1682.42** (£1431.85 + VAT @ 17.5%)

\* The membership rate is available to Individual Members of the BCO and the single Corporate Member from each Company or if they are unable to attend, their single nominated representative.

\*\* The cost of ensuring the BCO Conference is carbon neutral is £1.85 per delegate.

### ADDITIONAL DINNER TICKET

The conference dinner is included in the conference fee for delegates. Tables of 10 can be reserved by purchasing 9 additional guest tickets. Individual guest tickets are also available. Guest names should be given to SAS by Wednesday 12 May 2010.

Cost per person	£164.50 (£140 + VAT @ 17.5%)	Quantity: _____	£
<b>Additional dinner ticket sub total</b>			<b>£</b>

**THE BCO GOLF CUP WEDNESDAY 26 MAY**

Cost per person      £176.25 (£150 + VAT @ 17.5%)      (non-refundable)      £ \_\_\_\_\_  
 Handicap (BCO Cup handicap limit is 28):      Shirt size: S / M / L / XL

**Guests or preferred playing partners**

Name	Handicap	Shirt size	Please tick as appropriate	Guest @ £176.25
1		S / M / L / XL	<input type="checkbox"/> Other delegate <input type="checkbox"/> Guest	£
2		S / M / L / XL	<input type="checkbox"/> Other delegate <input type="checkbox"/> Guest	£
<b>Golf sub total</b>				<b>£</b> _____

**CYCLE RIDE WEDNESDAY 26 MAY**

Cost per person      £58.75 (£50 + VAT @ 17.5%)      Quantity:      £ \_\_\_\_\_  
 Bike & helmet hire      £29.38 (£25 + VAT @ 17.5%)      Quantity:      £ \_\_\_\_\_  
**Cycle ride sub total**      **£** \_\_\_\_\_

**PAYMENT DETAILS**

Conference fee incl VAT	£ _____
Additional dinner ticket(s) incl VAT	£ _____
Golf sub total	£ _____
Cycle ride sub total	£ _____
<b>Total amount</b>	<b>£</b> _____

VAT rate of 17.5% correct at the time of printing.  
 A receipted invoice will be issued.

**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 £     .   \*\*\*

\*\*\* 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	Expiry date	Security No:****
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*\*\*\* Last 3 digits on the back of the card

**Signature of card holder:****Conditions of Booking**

Payment is required at the time of booking. Bookings will not be processed without payment. Cancellations received in writing on or before 26 April 2010 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:**

If you would prefer not to have your details used for other BCO direct mailings please tick this box

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