

**PLG AGM & 10<sup>th</sup> Annual Awards Evening Registration Form**  
**Blue Fin Venue, London, SE1 0SU - Thursday 9<sup>th</sup> February 2017**



Please complete one form per delegate and use BLOCK CAPITAL LETTERS.  
The details provided will be used to complete the delegate list and name badges

Dr/Mr/Mrs/Ms \_\_\_\_\_ Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ Please tick here if you do **NOT** wish your email address to appear on the delegate list

**Complete if relevant:** I am the guest of \_\_\_\_\_

Please specify any special requirements you may have e.g. dietary, wheel chair access etc.

\_\_\_\_\_

**Cost**

The costs below includes attendance at the afternoon workshops, AGM, drinks reception and awards dinner

<b>Member Rate</b>	_____	<b>£252.00</b> (£210.00+VAT)
<b>Guest Rate</b>	_____	<b>£324.00</b> (£270.00+VAT)
<b>Academic Rate</b>	_____	<b>£210.00</b> (£175.00+VAT) academic institutions & not-for-profit organisations
<b>Company Table Rate</b>	_____	<b>£1,920.00</b> (£1,600.00+VAT)

**Company Table** secures 10 places to attend the afternoon presentation programme, drinks reception and a private table at dinner for all 10 guests

**Payment Method**

- Cheque - made payable to NGA \_\_\_\_\_
- Bank Transfer - details will be shown on invoice \_\_\_\_\_
- Credit Card - MasterCard or Visa only \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Security Code \_\_\_\_\_

Card Holders Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to**

- Post** - NGA, Millennia House, Kingswood Park, Bonsor Drive, Kingswood, Surrey, KT20 6AY
- Fax** - 01737 379 802
- Email** - [acollins@ngaevents.co.uk](mailto:acollins@ngaevents.co.uk)

Once your registration form has been received, you will receive confirmation of your registration along with an invoice or receipt of payment from NGA. Please note the following booking terms & conditions.

## BOOKING TERMS & CONDITIONS

### Fee

The attendance fee includes attendance at all of the sessions noted on the programme. Please note that for reasons beyond the control of the Organising Committee it may prove necessary to change either the content or timing of the programme.

### Meeting Registration - Cancellations

Upon receiving your Meeting Registration Booking Form, NGA will issue confirmation details and this booking will then be formally confirmed. Please note that all cancellations will be subject to a £50.00 administration charge. Delegate substitutions are welcome at any time. All cancellations must be sent in writing directly to NGA.

Cancellations received in writing after Friday 13<sup>th</sup> January 2017 will be subject to 100% cancellation charge unless the place can be re-sold to another delegate. In the case of a booking being re-sold the £50.00 administration charge still applies.

### Meeting Registration - No Shows

If having received a confirmed booking to the meeting, individuals who subsequently do not attend without having advised NGA in writing, will be liable for the full meeting charges.

### Conference Organisers - NGA Ltd

**Post** NGA, Millennia House, Kingswood Park, Bonsor Drive, Kingswood, Surrey, KT20 6AY

**Tel** 01737 355 700

**Fax** 01737 379 802

**Email** [acollins@ngaevents.co.uk](mailto:acollins@ngaevents.co.uk)

## VENUE

Blue Fin Venue

Blue Fin Building

110 Southwark Street

London

SE1 0SU

