

Delegate Registration Form

Delegate Details: (please use capital letters)															
1st Delegate Details:															
Name:						Tel:						Address:			
Title:						Fax:									
Position:						Mob:						City:			
Company:						Email:						Country:			
2nd Delegate Details:															
Name:						Tel:						Address:			
Title:						Fax:									
Position:						Mob:						City:			
Company:						Email:						Country:			
Delegate Rates:															
Standard Rate						£ 1650.00						Delegate Fee Includes: Conference attendance, materials, refreshments, networking lunches, dinners, use of meeting rooms according to availability.			
Local Companies & African NOC & Governments						£ 975.00									
Group Discount (more than one delegate per institution)						10% discount									
Payment Options: Please circle your option sign the documents and return them by fax or email															
Cheques			Only cheques issued in the UK are acceptable. Confirmation to attend the event will be notified when the cheque is cleared. The cheque MUST be payable to Cubic Globe Ltd.												
Bank Transfer:			Account Name: Bank: Branch: Account: Branch Sort Code: IBAN: BIC:				Cubic Globe Ltd, UK HSBC New Malden 31485687 40-34-24 GB32MIDL40342431485687 MIDLGB2146W								
Credit Card:			Debit my card for the sum of:				£								
Notes:		<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard				<input type="checkbox"/> Visa Electron/ Solo				<input type="checkbox"/> Maestro (UK Only)			
		Card Number													
		AVS/CV2 Number:						Expiry Date:							
		Issue Number:						Signature:							
Cancellations by delegate: Cancellations MUST reach Cubic Globe Ltd, UK by fax or email at least 14 days prior to the start of the event. 10% cancellation fees will apply. For cancellations up to 7 days prior to the event cancellation fees of 50% of the delegate rate will apply. Thereafter no refund is payable. Delegate substitutions are welcome at any time. Cancellation by Cubic Globe Ltd: Should the event be cancelled, Cubic Globe Ltd will automatically issue a credit note for pre-paid registration fees, valid for 24 months, entitling the delegate to attend a rescheduled event, or in the absence of a rescheduled event, another Cubic Globe Ltd event. Following the cancellation of the event, Cubic Globe Ltd are not responsible for any loss, damage and expenses incurred by the client, including but not limited to, airfares and hotel bills. Indemnity: Cubic Globe Ltd is not responsible for any loss, damage, personal injury or death beyond its control, including without limitation, acts of God, sabotage, natural disasters, accident, terrorism, power shortages, war and trade union disputes. Cubic Globe Ltd is not responsible for any matters relating to passports or visas. Payments: The delegate fee is payable before the conference or events start. After receiving payment, a confirmation will be sent to you by fax or email. Contractual terms: the full contractual terms are contained in the document entitled 'Terms and Conditions: Cubic Globe Ltd (Conference)'.															



Terms and Conditions: Cubic Globe Ltd (Conference)

a. Payment terms

A confirmation letter and invoice will be sent to your company after reception of your application form. Full payment **MUST** be received prior to the event. Due to limited conference space, we advise early registration and payment by credit card to avoid disappointment. Your registration will not be confirmed until payment is received. Only delegates whose fees have been paid in full will be entitled to attend the conference.

b. Cancellation and Substitution Terms

If you are not able to attend and the registration fees have been paid in full, a substitute delegate will be entitled to replace you.

Cancellations by the delegate **MUST** reach Cubic Globe Ltd, UK by fax or email at least 14 days prior to the start of the event. 10% cancellation fees will apply. For cancellations up to 7 days prior to the event cancellation fees of 50% of the delegate rate will apply. Thereafter no refund is payable.

Should the event be cancelled, Cubic Globe Ltd will automatically issue a credit note for pre-paid registration fees, valid for 24 months, entitling the delegate to attend a rescheduled event, or in the absence of a rescheduled event, another Cubic Globe Ltd event. Following the cancellation of the event, Cubic Globe Ltd are not responsible for any loss, damage and expenses incurred by the client, including but not limited to, airfares and hotel bills.

Cubic Globe Ltd reserves the right to postpone, cancel or change the location of an event. The speakers at our conference could be changed.

c. Cubic Globe is not responsible for any loss, damage, personal injury or death beyond its control, including without limitation, acts of God, sabotage, natural disasters, accident, terrorism, power shortages, war and trade union disputes. Cubic Globe Ltd is not responsible for any matters relating to passports or visas.

d. Data Protection

Cubic Globe operates in accordance with the Data Protection Act 1998. However your details may be passed to other companies wishing to communicate with you for business opportunities. If you do not wish to receive proposals please notify by ticking the box below.

I do not want my details to be passed to any third party.

e. Amendments to rules and regulations: We, at our discretion, may make reasonable changes, amendments or additions to these terms and conditions. Any changes, amendments or additions shall be binding on you, the delegate. Interpretation of these terms and conditions shall rest with us in all instances and non-compliance may result in the rejection of the offending delegate or loss of property. This contract binds all representations, rules and regulations stipulated in the marketing manual.

f. This agreement is governed by English law. Any dispute between parties will be submitted to the exclusive jurisdiction of the UK Courts.

Agreed by:

Name of Company:

Date:

Signature: