

CBI Absence Management Conference

Wednesday 11 April 2007

BOOKING FORM (PAGE 1 OF 2)

Please indicate how many places you would like to book

Member Rate I would like to book _____ **place(s)** £240+VAT = £282.00 each inc. VAT

Non Member Rate I would like to book _____ **place(s)** £285+VAT = £334.86 each inc. VAT

Please complete the following delegate information

(Please photocopy this page for additional delegates)

Delegate Name 1

Position

Organisation

Address

Postcode

Telephone

Fax

Email

Code of Conduct I have read, understood and will abide by the CBI Code of Conduct.

SIGNATURE

DATE

IMPORTANT PLEASE READ

Code of Conduct

The CBI Absence Management Conference 2007 is a high-level platform for discussion and debate. We request your co-operation in supporting the conference organisers, officials and other delegates in obtaining the best out of the Conference. Intimidating and disruptive actions or antisocial behaviour directed at speakers, panellists, officials or other delegates are grounds for removal from the site and may lead to disciplinary action.

Terms & Conditions of your booking

If you book places at the conference and subsequently have to cancel, we ask that you let us know as soon as possible. Cancellations received by the CBI Events Team (by letter or fax) by 5pm on **Friday 23 March** will incur a cancellation fee of 40% of the total invoiced. We regret that we cannot give refunds for cancellations received after this date, although substitute delegates are very welcome.

Data protection

The information provided on this form will be used by the CBI and its event partner (Neil Stewart Associates) to administer the event you are attending. In doing so, it may be necessary to transfer this information to third party processors—arrangements are made to ensure that such information is protected. name and company details given on this form may also be used by the CBI and its event partner to send you other relevant information including invitations to events and details of publications. If however you do not wish to receive any further information, please tick the box.

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BOOKING FORM (PAGE 2 OF 2)

Please tick the appropriate box to indicate your preferred method of payment:

- I enclose a cheque for £_____ made payable to 'CBI'
- Please invoice me
- I have authorised a BACS payment for £_____ to the following details;

Account No 01470988, Sort Code 30-98-71
Lloyds TSB Bank plc, 32 Oxford St, London, W1A 2LD

- Please debit my Visa / MasterCard / Amex / Maestro / Switch *(please circle as appropriate.)*

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security Code

(Last three digits on signature strip)

Amount

£_____

Expiry Date

Issue Date

Cardholders name

Address (if different from above)

SIGNATURE

DATE

Return your booking form:

By Fax: 020 7497 3646

By Post: CBI Events, Centre Point, 103 New Oxford Street, London, WC1A 1DU

By Email: Scanned copies of the booking form can be emailed to nicky.curley@cbi.org.uk

Booking Code: AM07/web

Where did you hear about this event?

- Email
- Brochure
- Word of mouth
- At another event
- Internet search

- Other