



Booking form

Liquidity and Pensions event – 25 Feb 2010

Please reserve places for the following delegates:

No.	Title	First Name	Surname	IIA membership type*	IIA membership no. *
1.					
2.					
3.					
4.					

No.	Job Title / Department	E-mail address	Special requirements
1.			
2.			
3.			
4.			

* In order to qualify for the member and student rate these fields must be completed.

Membership status	No. of delegates	Rate per delegate	Total Net	Vat @ 17.5%	Total
Student					
Member					
Non-Member					
				Total	

Payment must be made prior to the event.

Please find enclosed a cheque for £..... made payable to **Institute of Internal Auditors**.

Name: _____
 Address: _____

 Tel: _____
 E-mail: _____

Payment can now also be accepted by credit/debit card. If you wish to pay by this method please contact Liam Ashman on 020 7819 1935, who will accept your payment details. You should also contact the District Event Administrator to let her know that you have paid by this method and will be attending the event.

Please return this form or send any queries to the Event Administrator, IIA - Midlands District, 73 Mellor Road, Ashton-under-lyne, Lancashire, OL6 6RT or email it to Natalie.Wright01@ntlworld.com

How to Book

All bookings for training courses and events must be made in writing by e-mail or post. Please use the booking form on the other page to confirm your place.

Please note that once the IIA or the Midlands District have received a completed booking form, your place is confirmed. You are advised to read and understand the terms and conditions outlined below.

To make a confirmed booking

Send the booking form by post or e-mail to Natalie.Wright01@ntlworld.com

Joining instructions including venue details will be issued **by e-mail direct to delegates** approximately two weeks prior to the event. If you have any doubt as to whether the event is going ahead or whether your booking has been received please telephone the Event Administrator as noted overleaf.

Special Requirements

If you have a disability or a medical condition that requires special arrangements to be made, please state your requirements on this form. Every effort will be made by the District to accommodate special requirements that have been notified. If you have any special dietary requirement please give details on this form.

Payment

Payment must be received before the start of the course/event or within 30 days of invoice date. **Please ensure that where the invoice number is available, that it is quoted in any payment made.** For international bookings, full payment must accompany the booking before any further documentation will be issued.

If your company requires a purchase order number to be stated on the invoice please ensure that the number is quoted on the booking form.

Course/Event discounts

Companies booking five or more delegates on the same course/event will receive a 10% discount on the course (plus VAT)

Cancelling your place

If you notify the District in writing or via e-mail up to 10 working days before the start date of the course/event, you will receive a full refund less an administration fee of £5 (plus VAT). Unfortunately late cancellations can sometimes cause courses/events to be abandoned, therefore, if a delegate cancels for whatever reason within the 10 working days, the fee will remain payable in full. You may, however, nominate a substitute.

Non-attendance

If you fail to attend the course/event on which you are registered and have not given prior notice to the Midlands District Society the full fee will remain payable in full.

Cancellation by the District

Where circumstances dictate, the District reserves the right to alter the published programmes, speakers, fees or venues without prior notice. In such cases liability will be restricted to a refund of any fee paid.

Liability

The District and IIA does not accept responsibility for anyone acting as a result of information or views expressed on its training courses/events. Delegates should take specific advice when dealing with specific situations. Opinions expressed are those of individual speakers and not necessarily those of the District or IIA.

DATA PROTECTION FAIR COLLECTION NOTICE

The Institute of Internal Auditors – UK and Ireland Ltd (IIA) will use your information together with other information for administration, marketing, verifying information you provide and profiling your preferences, providing advice, processing your orders and requests, as appropriate, and marketing. We may keep your information for a reasonable period and may disclose it to our service providers for these purposes. From time to time we may contact you by mail or telephone to let you know about any special offers or promotions which might be of interest to you.

Please tick this box if you do not wish to receive such information from us.

By returning this form you consent to our processing your sensitive personal data (such as dietary requirements or health data) for the above purposes. You also consent to our transferring your information to countries which may not provide the same level of data protection as the UK if necessary for the above purposes. If this is necessary, we will ensure that an appropriate contract is first in place.

If you have given us information about another/other person/s you confirm that they have appointed you to act for them, to consent to the processing of their personal data, including sensitive personal data, to the transfer of their information abroad (if necessary) and to receive on their behalf any fair collection notices.

You (and they) have a right to ask for a copy of your information (for which we charge a £10 fee) and to correct any inaccuracies.

Use of E-mail

We would like to send IIA correspondence and information to you by e-mail. If you are happy for us to do this please indicate your express consent by ticking the box and providing us with your preferred e-mail address.

E-mail Address _____

Please print clearly

IIA Members

Members' data protection preferences are recorded at the time of joining the Institute. If you would like to verify or change your preferences (at no charge), please contact dataprotection@iia.org.uk.