

# BASEES ANNUAL CONFERENCE REGISTRATION FORM

**Fitzwilliam College, Cambridge, England, 28 – 30 March 2009**

ALL delegates must complete this form including official guests of BASEES. Any queries arising from this form should be made directly to Tricia Ellis-Evans on [tricia@paceprojects.co.uk](mailto:tricia@paceprojects.co.uk)

## Section A: Delegate Details

Title (Prof/Dr/Mr/Mrs/Ms): ..... Family Name: .....

Gender (M/F): ..... First Name: .....

Institution: .....

Institution or Home Address (Please circle): .....

Postcode: ..... Country: ..... Tel: .....

Fax: ..... E-mail: .....

## Section B: Accompanying Persons (non-participants)

Number of Accompanying Persons: .....

(M/F)	Title	Family Name	First Name	Gender
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....

## Section C: Registration Details (please indicate one or more choices)

Invited Guest Y/N Offering an oral paper Y/N Chair of a session Y/N Attendance only Y/N Student Y/N

(Postgraduate members of BASEES from UK universities will receive a discount voucher if they have applied for support on the proposal form and are deemed eligible. The discount voucher should be sent together with this booking form and the specified amount should be deducted from the payment)

Any special dietary requirements? .....

Any disability-related requirements? .....

## Section D: Accommodation and Meals

	Mar 27	Mar 28	Mar 29	Mar 30	Total
En-Suite Accommodation @ £65.00 per night					£
Twin En-Suite Accommodation @ £95.00 per night per room					£
Standard Accommodation @ £45.00 per night					£
Lunch @ £13.95	XXX				£
Dinner @ £16.50			XXX		£
Annual Dinner (including wine) @ £30.00	XXX	XXX		XXX	£
<b>TOTAL ACCOMMODATION &amp; MEALS</b>					£

**Section E: Payment**

Members Registration Fee - £65.00	£
Postgraduate Student Members Registration Fee - £35.00	£
Non-members Registration Fee - £110.00	£
Daily Delegate Fee (includes registration fee & lunch) - £50.00 Please circle day: Saturday - Sunday - Monday	£
Total from Section D: Accommodation and Meals	£
Late Booking Fee	£20.00
<b>SUBTOTAL</b>	£
Credit Card Surcharge @ 2.5% of Subtotal	£
<b>GRAND TOTAL</b>	£

**Section F: Forms of Payment**

*You will only be registered for the conference when full payment is received. All bank charges are to be pre-paid (includes both ends of the transaction). Any charges incurred through receiving money from overseas will have to be referred back to the delegate involved.*

Payment may be made by Cheque, International Bank Draft, Bank Transfer, Credit or Debit Card.

**Cheque or International Bank Draft**

Please make cheques payable to: "BASEES". Payment must be in Pounds Sterling and sent with registration form to the address at the bottom of this page.

**Bank Transfer**

For full details on how to make a telegraphic transfer please contact Tricia Ellis-Evans on [tricia@paceprojects.co.uk](mailto:tricia@paceprojects.co.uk). It is essential that we are contacted before a transfer is made even if a transfer has been made in previous years.

**Credit/Debit Card Payment**

Please complete the form below including your address as shown on your credit card statement.

Visa / Barclays / Connect / MasterCard / Delta (Please circle)      Personal or Business Card? (Please circle)

Card Number: ..... Last 3 digits on reverse: .....

Expiry Date (mm/yy): ..... Start Date: ..... Switch Card Issue No: .....

Name of Cardholder as shown on the Card: .....

Address: .....

Postcode: ..... Country: ..... Amount to be debited in £: .....

Cardholder's Signature: ..... Date: .....

***NB: The credit card transactions will appear on your statement alongside the heading 'Charities Aid Foundation West Malling' or a shortened form of this.***

**ALL** Registration Forms received after **20 February 2009** will be subject to a £20.00 surcharge.  
**No Refunds can be made after 6 March 2009.**  
**Receipts** will be issued at the conference unless specifically requested to be sent earlier.

**Once the form is completed - Mail to: Tricia Ellis-Evans, BASEES Annual Conference, c/o Pace Projects, 65 High Street, Toft, Cambridge CB23 2RL, England**

**Or Fax to: +44-(0)1223-264663**

For further details on the Conference – [www.basees.org.uk](http://www.basees.org.uk)