

THE MIDLANDS ENGINEERING DINNER

Institution of
**MECHANICAL
ENGINEERS**



Friday 13 March 2015
The International Convention Centre, Birmingham
events.imeche.org/events/AD6183

BOOKING FORM

THE MIDLANDS
ENGINEERING DINNER
FRIDAY 13 MARCH 2015
AD6183

REGISTRATION Please complete in capitals.

Company Name	
Title (Mr, Mrs, Miss)	
First Name	Surname
Job Title	
Address	
Town/City	
Postcode	
Contact Telephone	
Email	

The Institution organises a wide programme of events each year. If you would like to receive information about our events, please tick this box ☐

TICKET

	Price (inc. VAT)	No	Total
Table of Ten	£670.00	_____	£ _____
Individual Ticket(s)	£69.00	_____	£ _____
Total Remittance			£ _____

Payment must accompany this registration form in order for the booking to be processed.

PAYMENT

Please indicate method of payment:

☐ CHEQUE

Cheques must be in sterling, payable to 'The Institution of Mechanical Engineers' and crossed. Please note international delegates may pay only by credit card, BACS or banker's draft. A copy of the draft must accompany this form. It is the delegate's responsibility to pay any bank charges.

☐ CREDIT CARD

☐ Visa / ☐ MasterCard (please note we cannot accept American Express, Diners Club or Maestro)

Amount to be Deducted £ _____

Card No	Valid From	/	Expiry Date	/
Name of Cardholder				
Billing Address of Cardholder (if different from above)				
Signature				

☐ INVOICE

Delegates wishing to be invoiced must provide an order number. If your company does not use order numbers please include a formal request for invoicing on your company's letterhead. A charge of £10 +VAT will be made to cover additional administration costs. Invoices are payable on receipt and no alterations to these terms will be accepted.

Order Number	
Contact	
Address for Invoicing (if different from above)	
Postcode	
Tel	Fax

☐ BANK TRANSFERS (BACS)

BACS bank transfers can be made to: **IMechE Current Account, NatWest Charing Cross Branch.**

Sort code: **60-40-05** Acc No: **00817767**

A copy of the draft must accompany this form.

Swift Code: **NWBKGB2L**

IBAN Code: **GB96NWBK60400500817767**

A copy of the draft must accompany this form.

A VAT receipt will be issued on receipt of payment .

The Institution of Mechanical Engineers is a registered charity (no 206882)
VAT No GB299930493.

CONDITIONS OF BOOKING

Booking

Completed Application forms should be returned to the address below or via email and must be accompanied with the correct payment. Bookings will only be confirmed once a completed booking form including payment is received.

Ticket Price

An individual ticket includes: pre-dinner drinks reception and 3 course dinner. A table booking includes 10 tickets, pre-dinner drinks reception and 3 course dinner.

Deadline

Forms should be received no later than 16 February 2015.

Special requirements

The Institution of Mechanical Engineers aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual needs that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

Cancellation

In the event of cancellation by the delegate(s) no refund will be made. The Institution reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged. In the event that the Institution postpones an event for any reason and the delegate is unable or unwilling to attend on the rescheduled date, they will receive a full refund of the fee paid.

The Institution is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. The Institution shall assume no liability whatsoever if this event is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of this conference impracticable, illegal or impossible. For purposes of this clause, a fortuitous event shall include, but not be limited to: war, fire, labour strike, extreme weather or other emergency.

PLEASE RETURN THE FORM TO:

Tina Churcher

Engineering Programmes
IMechE
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London SW1H 9JJ

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F: +44 (0)20 7222 9881

E: t_churcher@imeche.org

Institution of
**MECHANICAL
ENGINEERS**

IE Communities
The Institution of
Engineering and Technology

For added convenience you can also book online at: www.imeche.org/events