

REGISTRATION DETAILS

University Name _____

Contact Name _____ Telephone _____

Email address _____

TEAM MEMBER DETAILS Please attach additional forms if you require more space

Name _____ Member Number _____

Email Address _____

Name _____ Member Number _____

Email Address _____

Name _____ Member Number _____

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Name _____ Member Number _____

Email Address _____

PAYMENT DETAILS Registration will only be confirmed on receipt of full payment

	Qty	Fee	VAT	Total
Team of 10		375.00	75.00	450.00
Additional Team Members*				
Total				

* Additional team members - £25 + VAT per person

Credit Card Please note we cannot accept American Express, Diners Club or Maestro

We will contact you on the details provided below to arrange payment.

Contact Name _____

Telephone _____

Email Address _____

Invoice Invoices are payable on receipt and no alterations to these terms will be accepted.

Purchase order number _____

Contact Name _____ Telephone _____

Invoice Address _____

Postcode _____

Email Address _____

HOW TO BOOK

Online
www.imeche.org/events

Email completed booking form to:
eventenquiries@imeche.org

Or post to:
**Event Registrations
Institution of Mechanical Engineers
1 Birdcage Walk
London SW1H 9JJ**

CONDITIONS

Cancellations

Cancellations must be received at least 30 days prior to the event to be eligible for a refund. Cancellations will incur a £25 + VAT cancellation fee.

Replacement delegates are welcome at any time. If you are no longer able to attend, please contact us to discuss your options.

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.

Please note that while speakers and topics were confirmed at the time of publishing, circumstances beyond the control of organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics.

Liability

The organisers do not accept liability for any injuries or losses of any nature incurred by delegates and/or accompanying persons, nor for loss or damage to their luggage and/or personal belongings.

Data Protection

Information provided by you on this form will be processed by the Institution and its associated organisations for the purpose of organising your attendance at this event. It may also be used for the promotion of other IMechE products and services.

If you do not wish to receive notification of products and services which may be of interest and benefit to you please **opt out**

For full terms and conditions please visit our website events.imeche.org/faqs

CONTACT US

For event enquiries please call **+44 (0)20 7973 1251** or email eventenquiries@imeche.org

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