

EVENT BOOKING FORM

REGISTRATION DETAILS Please complete one form per attendee

IMechE Membership/User Number * _____

* Please ensure your details are up to date by visiting www.imeche.org/myaccount

Please contact me regarding membership or professional registration

Surname _____ Title (Mr, Mrs, Miss, Dr, etc.) _____

First Name _____ Preferred Name _____

Job Title _____

Name of Organisation _____

Organisation Address _____

Postcode _____

Telephone _____ Mobile _____

Delegate email address _____

Where should we send your joining instructions? As above Other (please specify below)

Alternate contact name _____

Alternate email address _____

Do you have any special requirements? (access, dietary, etc) _____

EVENT DETAILS

Event Name _____

	Fee	VAT	Total
IMechE Member			
Member, Supporting Organisation			
Non-member			
Student/Retired			
Presenting Author			

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

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

We will contact you on the details provided below to take your payment over the phone.

Contact Name _____

Telephone _____

Email Address _____

I would like a receipt VAT number (if required) _____

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 _____

BACS Please **contact us** for payment information.

Cheque Cheques should be made payable to IMechE, crossed and mailed with your completed form to: Event Registrations, 1 Birdcage Walk, London, SW1H 9JJ

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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