



Conference Registration Form

- 1 Please use this form to book campus accommodation and meals
- 2 Please complete this form and return with payment in full by 28th of April 2009
- 3 One form per person – duplicate if necessary
- 4 Delegates are encouraged to take advantage of the cost-effective on-campus accommodation package. If you wish to make your own accommodation arrangements please see page two of the registration form
- 5 A daily conference rate is payable for those delegates not taking the on-campus accommodation package

SURNAME **Title** **Male/Female**

FORENAMES

INSTITUTION / COMPANY

CORRESPONDENCE ADDRESS

.....
.....

TELEPHONE **FAX**

Email

Name for badge

SPECIAL REQUIREMENTS

Special dietary requirements

Other requests / details

TRAVEL DETAILS

I will arrive in the UK at Airport on.....(date, time)

My onward journey to Aberystwyth will be by (please tick box) Car Train Other

Estimated date and time of arrival in Aberystwyth.....

OTHER REQUIREMENTS

Are you presenting a paper at the Conference? (Please tick box)

If yes, please state audio-visual aids required

- I. RESIDENTIAL CONFERENCE FEES.** This includes the entire conference package, including accommodation from the 18th of June 2009 (arrive) until the 21st of June 2009 (departure) – lunch and dinner with the exception of the conference dinner.

Please tick one box and enter amount in box (a) below.

	Delegate Fee Before (28 th of April 2009) (2)	Sub Total
En Suite	£250	£
Standard	£210	£
Post-Graduate (standard) (1)	£180	£

(1) There are limited numbers of Postgraduate places available. Early registration is recommended

(2) A late booking fee of £25.00 is payable after 28th of April 2009

- 2. NON-RESIDENTIAL RATE** (includes the entire conference package including lunch and dinner with the exception of accommodation and conference dinner)

Please tick appropriate boxes and then total in right hand column. Please enter total amount in box (b) below

	18 th of June (half day)	19 th of June (full day)	20 th of June (full day)	21 st of June (half day)	Unit Cost each	Sub Total
Day Delegate Rate					£50 per person per day (£25 per person per half day)	£
Day Delegate Rate (Post Graduates)					£40 per person per day (£20 per person per half day)	£

3. EXTENDED STAYS (limited availability)

Please tick boxes and total, and enter amount in box (c) below.

	17 th of June	21 st of June	Unit cost each	Sub-total
En-suite Single Room Bed & Breakfast			£27.00	£
Single Standard Room Bed & Breakfast			£21.00	£
Box (c) - Extended stays sub total				£

4. CONFERENCE DINNER

Please tick boxes and total, and enter amount in box (d) below.

	20 th of June 2009	Unit cost	Sub-total
Conference Dinner		£25	£

TOTAL COSTS

Residential Conference fees - sub total (box a)	£
Non Residential Rate - sub total (box b)	£
Extended Stays – sub total (box c)	£
<u>Conference Dinner</u> (box d)	£
Plus late booking fee after (28 th of April 2009) of £25.00 (if applicable)	£
Total Owing	

PLEASE COMPLETE PAYMENT DETAILS CONTINUED ON PAGE FOUR

PAYMENT DETAILS

Please use the this form to make payment for the conference

- 1 Full payment **must** accompany each application
- 2 Bookings accompanied by incorrect payment will not be confirmed until full / correct payment has been received
- 3 Telephone or email bookings will **not** be accepted
- 4 Please note that the only debit/credit cards accepted are; Switch/Maestro, Visa Delta, Access/Mastercard and Visa.
- 5 Payments by cheque or bankers draft **must** be in pounds sterling, drawn on a UK bank account.
- 6 All payments should be made in **Pounds Sterling only** to **Aberystwyth University**
- 7 I wish to pay by (please tick appropriate box)

Cheque Banker's Draft Debit/Credit Card Direct Transfer ⁽⁴⁾

⁽⁴⁾ Payment by direct transfer must be confirmed by receipt to the Conference Office – no confirmation of booking will be issued until this confirmation is received.

8 Debit/Credit card details

Card Type : Mastercard Switch/Maestro
VISA Visa Delta

Amount to debit £

Card Number:

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Security Number on Signature Strip (last 3 digits).....

Expiry date / Issue Number (Switch/Solo) Start date /

Name of Cardholder

Address of Cardholder (if different from above).....

Signature

9 Direct transfer

Sums can be transferred directly to the following bank account – please arrange transfer separately

If bank transfers are being made from abroad the Universities International Bank Account No. (IBAN) will also need to be quoted along with the SWIFT Bank Identification code (BIC):

IBAN

BIC

Cancellations and Refunds

This booking constitutes a legally binding agreement. Any cancellations should be made in writing to the Conference Office. A 50% refund is available for cancellations made before (28th of April 2009) . No refunds are possible after (28th of April 2009).

Signature Date

Please complete and return this form to:

**The Conference Office
Aberystwyth University
Penbryn
Penglais
Aberystwyth
Ceredigion, SY23 3BY**