



US EXPORT CONTROL COMPLIANCE WORKSHOPS



SOCIETY FOR INTERNATIONAL AFFAIRS

8TH – 11TH SEPTEMBER 2008

COMPANY / ORGANISATION NAME & ADDRESS – Please complete or affix business card

Company Name:

Address:

Post Code:

DELEGATE DETAILS

Title	Forename	Surname	Position	Email Address (Joining details will be sent here)	Telephone No.

Please state any special dietary requirements:

REGISTRATION FEES (PER DELEGATE, PER DAY) (includes conference brochure, refreshments and lunch)

- £90.00 + £15.75 VAT = **£105.75** EGAD MEMBERS
- £130.00 + £22.75 VAT = **£152.75** OTHER DMA MEMBERS
- £195.00 + £34.12 VAT = **£229.12** NON-DMA MEMBERS

LEEDS

- MONDAY 8TH SEPT – BEGINNERS WORKSHOP
- TUESDAY 9TH SEPT – ADVANCED WORKSHOP

LONDON

- WEDNESDAY 10TH SEPT – BEGINNERS WORKSHOP
- THURSDAY 11TH SEPT – ADVANCED WORKSHOP

NOTE THAT FOR SECURITY REASONS DETAILS OF THE ACTUAL VENUE WILL NOT BE DISCLOSED UNTIL A FEW DAYS PRIOR TO THE EVENT

METHODS OF PAYMENT (please ✓ as appropriate)

- By Cheque: I enclose a cheque for £_____
- By Credit Card: Please debit my credit card for: £_____
- MasterCard Visa Maestro (Note: We DO NOT accept American Express)
- Card No: _____ Valid from: _____ Expiry Date: _____ Issue No: _____
- Card Security Code _____ (Last three digits on reverse of card)
- Credit Card Holders Name: _____ Signature: _____
- Credit Card Holders Address: _____
- By Bank Transfer: Sort Code: 60-09-21 Account Number: 59801859, National Westminster Bank, Guildford High Street Branch, Guildford, Surrey GU1 3AH **IBAN: GB63 NWBK 6009 2159 801859**

Payment instructions

- Payment in advance is required and should be received with this booking form.
- Please make cheques payable to "DMA Ltd".
- Places cannot be guaranteed without payment

Cancellations

- No refunds can be made for cancellations received within seven working days prior to the event.
- For earlier cancellations, 80% of the fee will be refunded.

NOTE THAT BOOKINGS SHOULD BE RECEIVED BY THE DMA BEFORE THURSDAY 4TH SEPTEMBER

PLEASE SEND YOUR COMPLETED BOOKING FORM TOGETHER WITH PAYMENT TO:
Miss Lindsey Baguley, Defence Manufacturers Association
Marlborough House, Headley Road, Grayshott, Hindhead, Surrey GU26 6LG
 TEL: +44(0)1428 602623 FAX: +44(0) 1428 602628 E-MAIL: l.baguley@the-dma.org.uk

A RECEIPTED VAT INVOICE WILL BE FORWARDED. VAT REGISTRATION NO: 213 0743 10
 DMA ACCEPTS NO RESPONSIBILITY FOR LOSS OR INCONVENIENCE CAUSED SHOULD THIS EVENT BE CANCELLED DUE TO
 CIRCUMSTANCES OUTSIDE OF ITS CONTROL AND IT RESERVES THE RIGHT TO
 DEDUCT DIRECT EXPENDITURE IN CONNECTION WITH THIS EVENT BEFORE REFUNDING MONIES.