Disciplinary Conference

5th February 2010

Registration Form

Please Complete in BLOCK CAPITALS

Organisation: _____

Address: _____

_____

_____

Telephone: _____

Facsimile: _____

e-mail: _____

Names of Representatives (If one representative should be the main point of contact please indicate with a *):

Title	Forename	Surname	Position

Payment Details:

Special Early Rate - **£425** + vat (valid to 01/12/09)
Normal Delegate Rate - **£475** + vat

Please tick your selected options

Cheque for £499.38/£558.13 per person enclosed ❑

Debit my Credit Card for £499.38/£558.13 per person ❑

Card N°

❑❑❑❑-❑❑❑❑-❑❑❑❑-❑❑❑❑

Expiry ❑❑/❑❑ Card Security Code ❑❑❑

Name of Card Holder:_____

Registered Card Address:_____

_____

ARACS is a registered data controller under the Data Protection Act 1998. Data supplied will be added to the marketing database and may be used to inform you of related products and services. We do not sell data to any other third party.
❑ If you do not wish to receive information about ARACS' other products and services please tick.

Your Disciplinary Role(s):
✔ appropriate boxes:

Administration	❑
Investigation	❑
Tribunal Member	❑
Tribunal Chairman	❑
Legal Adviser	❑
Counsel	❑
Solicitor	❑

3 Ways to Register

1) Post the form to:
Reservations
ARA Conference Services
3 Gray's Inn Square
London
WC1R 5AH

2) Fax the form to:
020 7430 0666

3) e-mail:
registration@aracs.co.uk

Cancellations

Cancellation Policy
Registrations may only be cancelled by written notice (by fax or email to reservations@aracs.co.uk) received by us not less than 10 working days before the date of the conference (i.e by 18th January). This must be followed by a telephone call to confirm receipt. You will then be sent a refund of your delegate fee, less an administration charge of £75.00 + VAT for each delegate booking that is cancelled. Telephone cancellations will not be accepted. Refunds of delegate fees for late cancellations (i.e. cancellations other than in accordance with the above paragraph) will not be given. Failure to attend the conference will constitute late cancellation and payment will still be due or forfeit if already paid.

Changes
We reserve the right to change the programme, date, content, price, speakers and venue as necessary; or cancel the conference totally in which case we will refund any payment made in respect to the cancelled conference.

Substitute delegates
Substitute delegates may be accepted at any time without charge.
Please telephone the Conference Administrator on 020 7430 0333 to let us know the name of the substitute.

The Venue

Rennaisance Hotel
Holborn, WC1

Please note that the venue may be subject to change.