



Conference registration form

Title:	Family Name:	First Name:
Company:	Job Title:	
Address:		
Postcode:		Country:
Tel:	Mobile:	
Email:	Fax:	
How did you hear about the conference?		
Brochure in the mail <input type="checkbox"/>	CTO website <input type="checkbox"/>	E-mail <input type="checkbox"/>
Recommendation <input type="checkbox"/> <i>(Please specify)</i>	Phone call <input type="checkbox"/>	Other <input type="checkbox"/> <i>(Please specify)</i>

Delegate fee



Sector	Normal rates	Early Bird discount
Public Sector delegates from CTO member countries	FREE <i>(limited number of places)</i>	-
Not-for-profit sector	FREE <i>(limited number of places)</i>	-
Private Sector delegates from CTO member countries	£495	£445.50
Delegates from non-CTO member countries	£645	£580.50

* Members include: staff of PDT institutions, staff of country member representative institutions, and staff of sector member institutions.

Payment details

Two easy payment options. Please tick your payment method

1. By credit card

Please charge to:  

Cardholder's name _____

Cardholder's billing address (if different from above) _____

Card number

Security code _____ Valid from (mm/yyyy) _____ Expiry date (mm/yyyy) _____

Signature _____

I understand and agree to pay all fees listed above in accordance with my cardholder's agreement.

2. By bank transfer

Bank: **Coutts & Co, 440 Strand, London, WC2R 0QS**

UK account name: **CTO**

Swift code: **COUT GB22**

Account number: **08367507**

Reference: **B72COUT18000208367507**

- Please include the delegate name, invoice number and the conference code in the transmission details.
- All bank charges must be borne by the remitter. Please specifically instruct your bank that you are responsible for bank charges incurred outside of your country.
- Confirmation and receipt for the booking will be issued only when **FULL PAYMENT** is received.
- All payments must be received prior to the conference date. We reserve the right to refuse admission if payment is not received on time
- All posted registrations must be accompanied by credit card details. Please treat this form as our request for payment.

Cancellation and refund policy:

- All cancellations must be made in writing at least 21 days before the event date and acknowledged by a member of CTO. Any cancellations made after this time period will levy a 100% cancellation charge.
- Substitutions may be permitted.
- CTO will not be responsible for covering any airfare, hotel, or other travel costs incurred by the delegates, if, due to unforeseen circumstances, CTO has to cancel or postpone an event or conference.

Tick this box if you do not wish to be included in promotional mailings or faxes of events and activities organised by CTO.

Note: Our data privacy can be found on our website at www.cto.int.