



BOOKING FORM
BEST FACTORY CONFERENCE
26 – 27 April 2017, The Oxford Belfry, Oxford

To book a place(s) on this event, please complete and send this form to:

sandra.marinaro@cranfield.ac.uk

- | | | |
|--------------------------|--|--------------|
| <input type="checkbox"/> | Early booking for BFA
Delegates (booked at Awards Day) | £900 + VAT |
| <input type="checkbox"/> | Early Bird rate (booked prior to
31 Dec 2016) | £1,000 + VAT |
| <input type="checkbox"/> | Standard booking | £1,100 + VAT |
| <input type="checkbox"/> | Overnight Accom (26 April,
Conference dinner & breakfast) | £154 + VAT |

TOTAL COST £-----

The Client will pay each invoice which Cranfield shall submit within 30 days of its receipt, or on receipt where the booking is made less than eight weeks before the event. Payment shall be made to Cranfield in full prior to commencement of the event. The Client's Delegate(s) will not be permitted to attend the event unless payment has been received by Cranfield Management Development Ltd.

PLEASE WRITE IN BLOCK CAPITALS

Organisation's Details

Organisation name-----

Address -----

Town-----

County----- Postcode -----

Delegate 1

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email: -----

Delegate 2

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Please turn to next page for additional delegates

Authorisation of payment and invoice details

I have read and accept the **Terms & Conditions** below and understand that upon confirmation of this booking I/the organisation will become liable for all charges including cancellation and transfer charges if applicable.

First name-----Surname-----

Job title-----

Signature-----Date-----

Name and address to which the invoice should be sent if different from participant:

First name-----Surname-----

Job title-----

Address-----

Town-----County-----Postcode-----

Name and address to which the joining information should be sent if different from participant:

First name-----Surname-----

Job title-----

Address-----

Town-----County-----Postcode-----

Delegate 3

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email:-----

Delegate 4

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email:-----

Delegate 5Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Delegate 8Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Delegate 6Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Delegate 9Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Delegate 7Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Delegate 10Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other-----

Preferred first name-----

Surname-----Initials-----

Job Title-----

Email -----

Data Protection Act 1998

By returning this form you consent to Cranfield Management Development Ltd processing your data. We will store the information for the provision of services, administration, and analysis of sales data. We may also share this information with other Cranfield University departments and subsidiary companies for the above purposes. In the future we may write or email you with information about our products and services. We do not pass your details to third parties to use.

If you do not wish to receive further communications from us please tick this box. ☐

CONFERENCE TERMS & CONDITIONS

1. CANCELLATION OF EVENT BY CRANFIELD

1.1 Cranfield reserves the right to alter the timetable of the Event

1.2 Cranfield reserves the right to cancel or reschedule the Event if:

- i) the number of attendees is insufficient to justify running the Event, or if Cranfield is prevented from doing so by events beyond its reasonable control,
- ii) the Client fails to pay for the Event

1.3 In the event that Cranfield is obliged to cancel or reschedule the Event Cranfield will notify the Client immediately and will refund in full all monies paid by the Client. Cranfield accepts no liability for travel, accommodation or incidental costs incurred by the Client in the event that the Event is cancelled or rescheduled.

2. CANCELLATION AND CHANGES TO THE BOOKING

2.1 . Every effort will be made to avoid cancellation charges. If late cancellation occurs the following sliding scale of charges will operate.

Notice Period	% Booking Fee Charged
43 days or more	0
42-29 days	25
28-15 days	50
14 days or less	100

2.2 Should the Client wish to change the name of the delegates they should inform Cranfield in written at least 14 days before the event

3. PAYMENT

3.1 The Client will pay each invoice which Cranfield shall submit within 30 days of its receipt, or on receipt where the booking is made less than eight weeks before the Event.

3.2 Payment shall be made to Cranfield in full prior to commencement of the Event. The Client's Delegate(s) will not be permitted to attend the Event unless payment has been received by Cranfield Management Development Ltd to whom cheques should be made payable. Bank details are as follows: -

BANK NAME :

**Cranfield Management Development Limited,
National Westminster Bank plc, 49 High Street,
Woburn Sands, Milton Keynes, MK17 8YX
England**

Sort Code: 60-06-56

Account Number: 00218081

IBAN: GB74 NWBK 6006 5600 2180 81

IBAN BIC: NWBKGB2L

VAT Registration Number: GB 168 4854 63

Payment may also be made by Visa, American Express or Mastercard. All charges are exclusive of Value Added Tax which will be added at the ruling rate at time of invoice.

4. DELEGATES OBLIGATIONS

4.1 To act in an honest and courteous manor and comply with all rules and regulations of Cranfield.

4.2 To prepare for the Event and to attend all sessions forming part of the Event and be prepared for all activities relating thereto.

4.3 To abide by any special conditions relating to the Event.

4.4 To acknowledge the use of Cranfield material and comply with the terms and conditions of the Copyright, and Patents Act 1988

5. INDEMNITIES

Cranfield's sole liability shall be for direct loss or damage incurred or suffered by the Client shall in no circumstances exceed the Booking Fees the Client paid for this event.