

BOOKING FORM

CONTACT DETAILS

Title: _____ First Name: _____ Surname: _____

Organisation: _____

Position: _____

Address: _____

City: _____ Postcode: _____

Tel: _____ Fax: _____

Email: _____

Special Requirements (dietary or access): _____

REGISTRATION FEES

Please mark as appropriate

Full Conference Packages – includes all conference sessions, Welcome Reception & Conference Dinner

Local & Central Government & Academia Rate	£250 + VAT (£293.75)
Partners: Please indicate: <input type="checkbox"/> ITSO <input type="checkbox"/> ITS(UK) Or <input type="checkbox"/> Smartex Member	£335 + VAT (£393.63)
Commercial Rate	£395 + VAT (£464.13)

I will be attending the Welcome Reception on the Monday evening

I will be attending the Conference Dinner on the Tuesday evening

Day Packages – all sessions on chosen day, Welcome Reception if appropriate

Local & Central Government & Academia Rate	£150 + VAT (£293.75)
Partners: Please indicate: <input type="checkbox"/> ITSO <input type="checkbox"/> ITS(UK) Or <input type="checkbox"/> Smartex Member	£200 + VAT (£393.63)
Commercial Rate	£225 + VAT (£464.13)

I wish to attend on: Monday / Tuesday / Wednesday

(Please mark which day you are attending)

Extra Dinner Places

No	
	Conference Dinner Tickets at £45 + VAT (£52.88) each

PAYMENT OPTIONS:

Cheque please enclose with booking and make payable to Benchmark Communications Ltd))

Credit Card: we will ring you for the details Invoice: Purchase Order No: _____

Invoice Address (if different to above)

Contact Name: _____

Organisation: _____

Address: _____

Postcode: _____

ACCOMMODATION

We have reserved rooms for 16 & 17th June 2008 at the following hotels

Please tick your choice of hotel

	Marriott Hotel, Liverpool City Centre	£115 - 4 star with full English Breakfast
	The Holiday Inn, Liverpool City Centre	£95 - 4 star with full English Breakfast
	The Express by Holiday Inn	£85 - 3 star with Continental Breakfast

Arrival Date	Departure Date	No of Nights

Please Note:

To reserve these rooms we will need your credit card details, which will be passed to the hotel. No charges will be made by Benchmark for this reservation and the hotel will not charge anything to the card until your stay unless you fail to turn up and have not cancelled at least 24 hours prior to arrival.

Card Details to Reserve your accommodation

Type of Card (Visa, Mastercard) _____

Name on card _____

Card Number _____

Expiry Date _____

Security No (last 3 digits on the back) _____

Signature of card holder _____

**Please fax to 0191 245 3802
or**

Post to:

**Moving On Conference
Benchmark Communications
14 Blandford Square
Newcastle upon Tyne NE1 4HZ**