FT Global Events
FINANCIAL TIMES

REGISTRATION FORM

Event Details
Name of event
Date of event
Country/city/location

Tick	Delegate Status	Price	VAT (@15%)	Total Payable (£)
	PAYING DELEGATE(S)			
	COMPLIMENTARY DELEGATE(S)*			

Personal Details				
1st Delegate	Title	First Name	Surname	Job Title
	Email			Phone
2nd Delegate	Title	First Name	Surname	Job Title
	Email			Phone
3rd Delegate	Title	First Name	Surname	Job Title
	Email			Phone

Company Details		
Company/organisation		
Address		
Postcode	Phone	Fax

Payment Details

❶ **CHEQUE** Please find enclosed my/our cheque for £ _____ made payable to Financial Times Limited

For the attention of **Clare Tunstead,**
FT Global Events Team,
One Southwark Bridge, London SE1 9HL

❷ **CREDIT CARD** Please debit my ☐ Visa ☐ Amex ☐ Access ☐ Mastercard **Amount £** _____

Card No ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date ☐☐/☐☐ Signature _____

❸ **PLEASE INVOICE ME** ☐ **Amount £** _____

Data Protection

The FT group takes your privacy seriously. We collect and use your data for analytical research and to inform you about products and services. Please confirm your preferences below:

☐ (S3A) Please don't send me any further offers from Financial Times Global Events

☐ (S3D) I don't wish to receive mail from other FT group companies or carefully selected third parties

☐ (S3E) I may be contacted electronically by other FT group companies or carefully selected third parties

Without prior consent we will not disclose your data outside the FT group, except to business partners and to third party suppliers for processing purposes under normal business practice. As we are an international group your data may be transferred globally.

*Complimentary Places

Where applicable, complimentary places are strictly limited, available on a first come, first serve basis and offered subject to review and approval by the Publisher. They are offered on the understanding and agreement that you will inform us in writing, no later than 24 hours before the date of the event, if you are unable to attend. We reserve the right to charge a no-show fee of £100.00 and deny you or your company/organisation attendance at future events if you fail to inform us outside of these terms and condition

Payment Terms and Conditions

Where applicable, all delegate fees are to be paid in full prior to the date of the event taking place. Failure to do so may result in you being denied access to the event.

Cancellation and No-Show Policy

We understand that, due to unforeseen work commitments, or changes to personal circumstances, delegates are sometimes unable to attend our events. To mitigate this we operate a flexible cancellation and no-show policy under the following terms and conditions:

Notification

All cancellations must be made in writing and are subject to the outlined timescales and charges. We will accept replacement delegates at any time but must be made aware of any change before the date of the event.

Dates / charges

One month before date of event / free of charge
Up to two weeks before the date of event / 50% of delegate fee
Two weeks or less from the date of event / 100% of delegate fee.

Replacement delegates

A replacement delegate and/or name change can be made at any time at no additional cost. To do this, please send the new delegate's full name, job title, organisation, email and telephone number to finance.event@ft.com and we will confirm by acceptance receipt.

Cancellation address / contacts

Email: finance.event@ft.com Fax: +44 (0)20 775 6413
Post: FT Global Events, One Southwark Bridge, London, SE1 9HL, UK

REGISTER NOW TO GUARANTEE YOUR PLACE

Online: **www.ftglobalevents.com**
Email: **finance.event@ft.com**
Fax: **+44 (0)20 7775 6413**
Phone: **+44 (0) 20 7775 6653**

Post: **FT Global Events, One Southwark Bridge, London SE1 9HL, UK**