

POGP Conference 2018 – Delegate Application Form

Friday 6th and Saturday 7th October



Please complete this form and either POST to POGP Conference, Fitwise Management Ltd, Blackburn House, Redhouse Road, Seafield, West Lothian, EH47 7AQ or FAX to 01506 811477

Select your registration option

Members		Tick
Full conference with accommodation (single) and Gala Dinner ticket	£345	
Full conference with accommodation (twin) and Gala Dinner ticket	£305	
Full conference with NO accommodation but with Gala Dinner ticket	£285	
One Day with No accommodation and No Gala Dinner ticket	£165	

Non Members		Tick
Full conference with accommodation (single) and Gala Dinner ticket	£355	
Full conference with accommodation (twin) and Gala Dinner ticket	£315	
Full conference with NO accommodation but with Gala Dinner ticket	£295	
One Day with No accommodation and No Gala Dinner ticket	£175	

If you are only attending one day, please indicate which day Friday Saturday

Your Details

It is important for your details to be legible as confirmation and additional conference information will be sent to the email address you provide below.

Email address: _____

Is this your work or home email address? Work Home

Title: _____

First Name: _____

Last Name: _____

Job Title: _____

Organisation: _____

Address: _____

Town: _____

Postcode: _____

Daytime Tel: _____

Alternative Tel: _____



Requirements and Permission

Special dietary requirements:

Vegetarian

Dairy Free

Gluten Free

Wheat Free

Halal

Other, please specify:

Tick this box if this is the first time you have attended POGP Conference

Delegate lists are distributed to exhibitors containing your name, job title and organisation. Tick this box if you give permission for your work e-mail address to be given

Tick this box if you are happy to receive emails on behalf of commercial companies

Billing Details - **Please read the text below carefully**

The information you enter below will be printed on your invoice/receipt.

Invoices/receipts will be emailed to the email address you have already supplied. It is your responsibility to forward this on to the applicable person / department if necessary.

Invoice requests

If you require an invoice you must enter a purchase order number below, this is mandatory for invoice requests and your registration will not be complete without entering this information.

Receipt of payment

You will be sent a receipt upon receiving your payment. This will be addressed as per the details you specify below and emailed to the email address already supplied.

Invoice Contact:

Invoice Company: _____

Address Line 1: _____

Address Line 2: _____

Postcode: _____

Contact Phone No: _____



Payment Details – tick appropriate box

- Cheque** made payable to 'POGP Conference'. A receipt will be emailed to you.
- BACS** payment to POGP account (Account Number 53015746, Sort Code 56-00-34)
- Credit / Debit Card** by calling a member of the Fitwise Event Team on 01506 292 042.
All cards are accepted however there is a 4% charge for all card payments. AMEX will not be accepted.
- Invoice** by completing your purchase order paperwork information below. Alternatively you should attach a copy of the purchase order paperwork to this completed application form.

Invoice requests will not be processed without this information.

Invoice contact person: _____

Organisation: _____

Address: _____

Tel: _____

P/O number: _____

Invoice requests will be emailed to the address you have supplied. It is your responsibility to forward this onto the applicable person / department.

Confirmation of Registration

All delegate applications received will be processed and responded to within 14 days. You will receive email confirmation once your application has been processed. The email will also direct you to the conference website which has additional event information.



Terms & Conditions

Confirmation of registration: Email confirmation will be sent to the email address provided on the application form. If the email address is unclear, incomplete or inaccurate you will not receive this confirmation or any other important event information.

Invoice requests: Remember it is your responsibility to make sure that your finance department processes the application form and payment in time. Applications requesting payment by invoice will only be processed if accompanied by a copy of the Purchase Order or a Purchase Order Number. If you have not heard from us within 14 days, please contact us to make sure we have received your form. We would recommend that you keep a photocopy of all documentation in case of loss or lack of clarity.

BACS payments: Please send a copy of the BACS payment advice note either by fax to 01506 811 477 or by email to events@fitwise.co.uk.

Cancellation: Notice of cancellation should be made in writing to events@fitwise.co.uk. Cancellations received by 6th September will receive a refund minus 20% for administration costs. Unfortunately for cancellations received after this date there will be no refund and if payment has not been received delegates will still be liable for the full delegate fee, this will also apply to delegates registered after 6th September.

Disclaimer: Application forms received will be processed and your place reserved at conference, it is your responsibility to ensure payment is made. If payment is not made prior to conference and you do not attend you will still be liable for the cost of the event. If payment is not made prior to conference and you arrive onsite we will request payment. Please note this applies to all payment options. The information contained in this leaflet is correct to the best of our knowledge at time of print. Neither POGP nor Fitwise Management Ltd can be held responsible for the content of the websites named in the information and any contract entered into between any of the companies or on a named website and a conference attendee is solely between these two parties.

Please tick to confirm you have read and understood the T&C's