

Understanding Modern Spectrum Management

Registration Form / 20 - 24 September 2010

Complete the form below and fax back to +44 (0)20 7099 1677 or post to PT Publishing Limited, Sunnyhill House, 3-7 Sunnyhill Rd, SW16 2UG, London, UK. You can also register and pay online at www.policytracker.com

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Title (*Mr, Mrs, Miss, Ms, Dr*) Address

First name

Surname

Job title

Email Postcode Country

Company Tel

VAT registration number Fax

Course fees	Standard Price	* - £250	Quantity	Total
Early bird registration (Up to 13 August 2010)	£2,745* + £480.37 VAT = £3,225.73			
Standard registration fee (August 14 onwards)	£2,995* + £524.12 VAT = £3,519.12			
<i>Special offer for first PolicyTracker subscription</i>				
<i>Non-UK businesses (not liable for VAT)</i> First PolicyTracker annual online subscription for 5 users	£700 [normal price £955]			
<i>UK Businesses (liable for VAT)</i> First PolicyTracker annual online subscription for 5 users	£700 + £122.50 VAT = £822.50 [normal price £955 ex VAT]			
*Discount of £250 for PolicyTracker subscribers or existing Helios clients - please enquire when booking				TOTAL

HOW TO PAY (please tick relevant box)

- Pay and register online at www.policytracker.com
- I enclose a cheque /post order payable to PT Publishing Limited (*Unfortunately no post-dated cheques can be accepted*)
- Please send an invoice for the amount shown in the 'Total' box above. If you would like the invoice sent to someone else within the organisation, please complete their details below.
- I would like to pay by bank transfer: our IBAN address is GB 43 NW BK 602129 55531334 Swiftcode: NWBKGB2L For further information contact PT Publishing on +44 (0)20 7100 2875 or training@policytracker.com

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Terms and Conditions

Course Fees: Standard fees for the training course are £2995, excluding VAT. VAT is charged at standard UK rate but employees of foreign governments can be exempt. Please contact us for more details. All fees include 5 nights accommodation at the course venue, breakfast, lunch, refreshments, dinner and course documentation.

oAll course fees must be paid by the due date stated on the invoice. All bookings are provisional and will only be confirmed once payment has been received. Policy Tracker and Helios (the organisers) reserve the right to reallocate places if full payment has not been received. Delegates are responsible for the payment of additional accommodation and all other expenses incurred within the venue. These costs should be settled by the delegate directly with the venue.

Cancellations: Cancellations received in writing up to 14 days before the start of the event will be refunded in full less an administrative charge of 10% (+ VAT where relevant). We are unable to refund cancellations received 14 days or fewer prior to the start of a course. However, in such cases and at the organisers' discretion, a place may be offered at a later course. Delegate substitutions may be made at any time, though confirmation of any changes must be received by email, fax or post prior to the start of a course.

Non-attendance: In the event of non-attendance, full course fees will remain payable and no refunds will be made.

Changes to Programme or Venue: The organisers reserve the right to make changes to or cancel a published course due in part or in full to unforeseen circumstances or insufficient numbers. In such circumstances, all reasonable efforts will be made to notify delegates of any necessary changes in good time and if necessary to reschedule or to relocate the course. Delegates will be entitled to a refund of the course fee if the course is cancelled or is changed to a date or location which is not acceptable to the delegate. The organisers will have no liability to delegates for damages of any nature arising from the cancellation of a course or from a change in its date, its location or its speakers.

Company details: PT Publishing Limited, Sunnyhill House, 3-7 Sunnyhill Rd, SW16 2UG, London, UK Tel +44 (0)20 7100 2875 Fax +44 (0)20 7099 1677
The company is registered in England No. 5081138 at Chasefield Road, London SW17 8LN, UK. VAT no: 876 9710 66