

# Booking Form

## Single Day Attendance

Please complete using CAPITAL LETTERS and tick  boxes as appropriate and return to:  
European Transport Conference, PTRC, 1 Vernon Mews, Vernon Street, London W14 0RL UK  
**Telephone:** +44 (0)20 7348 1970 **Fax:** +44 (0)20 7348 1989 **Email:** christinec@aetransport.org  
**Web:** www.aetransport.org



### Attendance

Monday 5 October  Tuesday 6 October  Wednesday 7 October

### Delegate Details

Last Name

Title (i.e. Prof/Dr/Mr/Ms)

First Name

Gender

Name as you would like it to read on your badge

Job Title

Organisation

Address

Post Code

Country

Tel

Fax

Email

Is this your first attendance at ETC?  Yes  No

Please indicate which of the following describes your involvement with the conference - you may tick more than one box

Delegate  Speaker  Programme Committee  Session Chair

AET Council  AET Board  Steward  Press

If there is a second delegate who is claiming a 'Two for One' place (see overleaf for details), please supply the following information:

Name

Email address

How did you hear about ETC 2009

### Additional Items

#### Conference Dinner

The Conference Dinner will be held at The Den Hartogh Ford Museum, the largest private collection of Ford automobiles in the world. The cost is EUR 60 or GBP 52, including return travel to the Museum, tour, reception, traditional buffet dinner, entertainment and drinks.

#### Dinner at Leeuwenhorst Conference Centre

A three course buffet dinner is available at the Conference Centre for EUR 35 or GBP 32 and must be reserved using this booking form.

### Requirements

You can pay in either Euro or GBP (please indicate below)

	Quantity	Total
<b>Attendance Fee</b> (see overleaf for details)		
<b>Conference Dinner</b> Tuesday 6 October (EUR 60 or GBP 52)		
<b>Dinner at the Conference Centre</b> (EUR 35 of GBP 32 per night)		
Evening of <input type="checkbox"/> Sunday 4 October		
<input type="checkbox"/> Monday 5 October		
<b>Grand Total</b>		

### Method of Payment

Cheque (in pounds sterling drawn on a UK bank, made payable to 'European Transport Conference')

Credit Card (Mastercard and Visa only)

Direct Transfer (see overleaf for details)  Invoice

For credit card payments the following information is required

Card Number

Expiry Date

Cardholder's Name

Cardholder's Signature

Cardholder's Address

Post Code

If you would prefer, send details separately to Christine Carr at the address above

### Invoice Details

Purchase Order Number

Please give details of the person to whom the invoice should be sent if different from above

Last Name

Title (i.e. Prof/Dr/Mr/Ms)

First Name

Job Title

Organisation

Address

Post Code

Tel

Fax

Email

### Signature of Authorisation

Signature

Name

Date

Position

# Booking Information

(Please keep a copy of both sides for your records)

## Membership of the Association for European Transport - take advantage of discounts TODAY!

The Association for European Transport wishes to encourage Non-Members to join the Association and to get involved with its Council, Board and Programme Committees. You can take advantage of the discounted rate for members if you apply to join at the time of booking your conference place. By doing this, you will be able to make instant savings on the total fees. For organisations, the savings are even greater.

If you are interested in joining, contact the Secretariat. You will be required to complete a membership application form and after approval from the AET Board will be enrolled as a member.

**Phone +44 (0)20 7348 1978 or email [info@aetransport.org](mailto:info@aetransport.org) for further details NOW!**

## Special Offers on Attendance Fees

*The Association is pleased to offer the following discounts:*

- **Two for One - Local and Regional Authorities**
- **Two for One - EU New Member States (since 2004)**  
Please note that delegates must be from the same organisation and booked at the same time.
- **50% discount for young professionals (under 26)**  
Those claiming this reduction must send a copy of photo ID with this booking form.
- **"Rover" Ticket (Three-Day)**  
Up to three members of staff from the same organisation can use the discounted three-day "Rover" ticket. Please inform the organisers of the names of the delegates and of the days, which they are attending.
- **Reduced rates for TPS members**  
See below. Please provide TPS membership number.

## Attendance Fees

(include refreshments, lunch and post-conference proceedings CD)

One Day		EUR	GBP
<b>AET Members</b>	Individual members	325	285
	Organisation members	305	270
<b>Non-Members</b>		360	315
<b>TPS Members</b>		325	285
Two Days		EUR	GBP
<b>AET Members</b>	Individual members	650	570
	Organisation members	610	530
<b>Non-Members</b>		720	625
<b>TPS Members</b>		650	570
Three Day "Rover"		EUR	GBP
<b>AET Members</b>	Individual members	850	750
	Organisation members	815	720
<b>Non-Members</b>		950	840
<b>TPS Members</b>		850	750
Multiple (3 or more Three Day "Rover")		EUR	GBP
<b>AET Members</b>	Organisation members	780	660
<b>Non-Members</b>		915	780
Dinner at Leeuwenhorst Conference Centre		EUR	GBP
	Sunday 4 October	35	32
	Monday 5 October	35	32
Conference Dinner at The Den Hartogh Ford Museum		GBP	GBP
	Tuesday 6 October	60	52

To book up to three "Rover" (three-day) tickets please use 'Three-Day Attendance and "Rover" Tickets Booking Form' available from [christinec@aetransport.org](mailto:christinec@aetransport.org).

## Accommodation

Please book accommodation on the separate Accommodation Booking Form available from [christinec@aetransport.org](mailto:christinec@aetransport.org).

Leeuwenhorst Conference Centre has allocated a number of on site bedrooms to European Transport Conference delegates and room availability is limited.

## Booking and Payment

1. Use CAPITAL LETTERS when completing the form. The information will be used for the preparation of the list of delegates and name badges
2. Fill in a separate form for each delegate
3. Keep a copy of the completed form for your reference
4. All speakers, committee members and delegates must complete the booking form
5. Book early so that you receive access to the papers before the Conference
6. Anything extra ordered at the Conference must be paid for at the time
7. A VAT invoice or receipt will be sent for all bookings
8. Direct Bank Transfer may be made by one of the following means quoting invoice number, name of delegate and European Transport Conference 2009:
  - Pounds Sterling Bank Transfer  
made payable to 'PTRC'  
Coutts and Co., 440 Strand, London WC2R 0QS, UK  
Sort Code: 18 00 02  
Account No: 46323461  
BIC: COUTGB22  
IBAN: GB18COUT 18000204632427
  - EURO Sterling Bank Transfer  
made payable to 'PTRC'  
Coutts and Co., 440 Strand, London WC2R 0QS, UK  
Sort Code: 18 00 91  
Account No: 2098 8550  
SWIFT: COUTGB22  
IBAN: GB28 COUT 1800 9120 9885 50

## Cancellation

To avoid penalties, any cancellations and details of changes must be received in writing. Cancellations received in writing by 18 September 2009 will be subject to an administration fee of Euro 80 or GBP 60. Cancellation or non-arrival after this date will be liable for the total amount of attendance and accommodation fees.

## VAT

The organisers have negotiated with the UK authorities that VAT will not be levied on conference fees this year.