

# Scottish Transport Applications & Research Conference

WEDNESDAY 18 MAY 2016

TECHNOLOGY AND INNOVATION CENTRE  
UNIVERSITY OF STRATHCLYDE, INOVO BUILDING  
99 GEORGE STREET, GLASGOW G1 1RD



## BOOKING FORM

### DELEGATE DETAILS

Title: .....Forename:.....  
Surname:.....  
Position:.....  
Organisation:.....  
Department:.....  
Address:.....  
.....Postcode:.....  
Telephone: .....  
Email:.....

### ATTENDANCE FEES (Please tick appropriate box):

<b>Early-bird fee</b> (available until 15 April 2016)	<b>£150 plus VAT</b>	<input type="checkbox"/>
<b>Delegate fee</b> (for bookings received after 16 April)	<b>£175 plus VAT</b>	<input type="checkbox"/>
<b>Speaker fee</b>	<b>£75 plus VAT</b>	<input type="checkbox"/>
<b>Charity sector fee</b>	<b>£60 plus VAT</b>	<input type="checkbox"/>

### INVOICING AND PAYMENT (Please tick appropriate box for your payment method):

**BACS**  See details opposite    **Cheque**  See details opposite    **Invoice**  Complete details below    **Card**  Please email: julie.bragg@tftp-training.co.uk

In all cases, you will receive a VAT invoice and receipt for your payment. If your organisation requires us to quote a Purchase Order number on the invoice, please note it here →

The Purchase Order should be made out to Tftp\* at the address to the right.

### INVOICE DETAILS

Title: .....Forename:.....  
Surname:.....  
Position:.....  
Organisation:.....  
Department:.....  
Address:.....  
.....Postcode:.....  
Telephone: .....  
Email:.....  
Signature of Authorisation:.....

### TERMS AND CONDITIONS

VAT at 20% (correct rate at time of going to press) is payable and will be added to invoices/receipts for all bookings.

**Cancellation** – to avoid penalties, any cancellations and change in details must be received in writing. Cancellations received more than four weeks before the start of an event will be subject to an administration fee of £50 plus VAT. Those received with less than four weeks notice will be liable for the full fee. Substitution of delegates must also be notified in writing but will not be subject to a charge.

All those attending must complete the booking form and pay the appropriate attendance fee.

### Payment

Cheques should be made payable to Training for Transportation Professionals and sent to:

Training for Transportation Professionals  
Forester House  
Doctors Lane  
Henley-in-Arden  
B95 5AW  
UK

BACS payments can be made in GBP to:

Training for Transportation Professionals  
Sort code: 30 98 26  
Account number: 33308268

Please ensure that either the invoice number or name of the delegate is included as a reference.

### Disclaimer

The programme details are subject to change and the organisers reserve the right to make substitutions of speakers and changes to timings within the day. All attempts will be made to keep these to a minimum.

Please complete and return this form to:  
Training for Transportation Professionals \*  
Forester House,  
Doctors Lane,  
Henley-in-Arden,  
B95 5AW, UK

Telephone: +44 15644 793553  
E-mail: julie.bragg@tftp-training.co.uk