

22nd Annual Transport Practitioners' Meeting

03 - 04 July 2024



I am a: Delegate Day One - 03 July 2024 Awards Ceremony and Dinner
 Speaker Day Two - 04 July 2024
 Sponsor/Exhibitor Two Days - 03-04 July 2024

Membership Name and Number

Title	First Name	Surname
Position		
Organisation		
Email		
Telephone		
Address		Post Code

Terms & Conditions

1 Registration Form

Applications should be made on the official registration form. Photocopies are accepted. One form should be completed for each delegate attending the event. It is important that all sections are completed legibly. Delegates are advised to retain a copy of the registration form for reference before sending.

2 Fee

Fees include attendance at the conference, refreshments and lunch. Fees do not include overnight accommodation, breakfast and evening meals unless otherwise stated.

3 Acknowledgement

Receipt of a registration form will be acknowledged by email, delegates will be sent an invoice and an email of acknowledgement. Joining instructions, including a map, will be sent to each delegate by email approximately two weeks before the start of the event.

4 Payment

Unless otherwise stated payment in full must be made at the time of booking. All prices are exclusive of VAT, unless stated otherwise.

5 Cancellation

All cancellations, or alterations to a booking, must be received in writing. To avoid cancellation penalties, substitutes will be accepted at any time, if notified in writing and in advance of the event. Adjustments in fees will be made if there is any change in fee category. Cancellations received in writing up to 14 days before an event will be subject to an administration fee of £75 + VAT or the event delegate fee whichever is the lower. Cancellation within 14 days of the event date or a 'no show', will be liable for the full fee.

6 Disclaimer

PTRC reserves the right to vary the programme and to cancel an event if it is under subscribed or for any other reason. In the event of cancellation, where reasonably possible, PTRC aims to give delegates at least two weeks' notice and the fee will be refunded in full. PTRC will not be held liable for any pre-booked travel, accommodation or similar costs incurred under any circumstances whatsoever.

7 Data Protection

Details will be held on a database in accordance with GDPR. Information will be used for internal marketing purposes only and will not be shared with any external organisations.

Second Delegate

Title	First Name	Surname
Position		
Organisation		
Email		
Telephone		
Address		Post Code

Attendance Fees (Please write amount)

Standard Rate _____ + VAT Member Rate/Local Authority/Charity Rate _____ + VAT

Method of Payment

Card Number _____ CSV Code _____ Expiry Date _____

Card Holder's name and address (if different from above)

Post Code _____ Purchase Order Number _____

Invoice name and address (if different from above)

Invoice

Please attach a copy of your purchase order made payable to PTRC

Signature Authorisation I have read and accept the terms and conditions Date

Name Signature

Please return form to

PTRC Education & Research Services
 c/o The Chartered Institute of Logistics and Transport, Earlstreets Court
 Earlstreets Road, Corby
 Northamptonshire, NN17 4AX
 T: 020 7348 1970 E: info@ptrc-training.co.uk
 VAT Registration: GB 657355313
 Bank: Barclays PLC
 Sort Code: 20-45-77
 Account No: 50536466

	One Day Rate	Two Day Rate
Standard Rate	£349.00	£499.00*
Speaker Rate	£199.00	£299.00*
Local Authority Rate	£249.00	£399.00†
Member Rate	£299.00	£449.00*
Awards Ceremony and Dinner	£59.00	£59.00

* Dinner Included with this rate
 † Local Authorities receive two bookings for the price of one on two day bookings.
 Dinner is not included. Please contact PTRC to book.

* Please note that an RSVP for the dinner must be received at least one week prior to the event. Any noshows for RSVPs to the dinner event are subject to a £50 administration fee. Cancellation of an RSVP is accepted up to three days before the event. Transfers are accepted until the event itself.

