

### DELEGATE DETAILS

Title & Full Name:
Job Title :
Organisation :
Postal Address:
Telephone:
Email address:

**We will use your name and email contact details for correspondence leading up to and during the conference period. If you do not agree to this, you will not receive joining instructions for the conference**

I agree to this data use

**Would you like to:**

Receive information about future BIEE events?

Add your email to the conference App. This will not be visible to other delegates

### CONFERENCE REGISTRATION OPTIONS

Conference fees for the two days include conference proceedings, registration materials, two lunches and coffee/ tea breaks. Drinks Reception and Dinner on 18th September is also available. Accommodation at St. Anne's College is bookable. Guest dinner also available subject to availability. A day rate, is available for delegates wishing to attend for one day only. The fee for Non-Members includes 3 months complimentary membership of BIEE to provide access to conference presentations and reports after the conference. VAT is not applicable. Registration closing date 11th September.

	Member-ship No. or Reg Code	Early Bird to 31 July	On or after 1 August	Total
BIEE Members		£400	£460	
Parallel Session Presenters Deadline 18th June		£430	£490	
Non Members		£490	£550	
Single Day (18th Sept)		£320	£380	
Single Day (19th Sept)		£320	£380	
BIEE Student Members (20)		£170	£230	
Conference Dinner (18th Sept)		£65	£65	
Special Dietary / access requirements				

### Parallel Session Choices

**Day 1**

1st Parallel

**Day 1**

2nd Parallel

**Day 2**

Women in energy breakfast session

**Day 2**

Parallel

Total Amount £.....

Signature .....

Date.....

### COLLEGE ACCOMMODATION

Room Type	Per night	Mon 17th	Tue 18th	Weds 19th	Total
Ensuite Single B&B	£95.00				

For more accommodation information please see the relevant page on the conference website

### PAYMENT METHODS Fees are payable in advance

- **By post:** to BIEE Conference Admin Office, c/o 14 Rosemary Avenue, Earley, Reading, RG6 5YQ. Cheques payable to BIEE.
- **Invoice Required:** to raise payment (for bookings made before 31st August - UK Organisations only). If the billing contact is not the delegate please complete below:

Billing Contact:

PO Number:

Please contact Sarah Jeffery [conference@biee.org](mailto:conference@biee.org) to request an invoice.

### CANCELLATION POLICY

Cancellations: If you are not able to attend, substitutions can be made at no extra charge up until the day before the event. Cancellations received:

Before August 20th 2018: Full Refund less 10% Admin Charge

Up to 4th September 2018: 50% Refund

From Sept 5th 2018: No Refund is possible, access to the conference proceedings will be available online after the event.

Full Refund Policy available on BIEE website.

Notification of cancellation should be made in writing by email to BIEE Conference Administration team at: [conference@biee.org](mailto:conference@biee.org)