



Cambridge  
Conference  
[www.cambridgeconference.com](http://www.cambridgeconference.com)

# Guest Registration

Please complete all sections as fully as possible and fax or post the completed form to:

## Cambridge 2007 Conference Office

4 The Mews, Bridge Road  
St Margarets,  
TWICKENHAM TW1 1RE  
United Kingdom  
Fax: **+44 (0)20 8892 2918**

Once your registration has been processed, the Conference Office will send you confirmation by post, including an invoice with receipt.

Should you have any registration queries, please contact Julie Wright at the Cambridge 2007 Conference Office:

Tel: **+44 (0)20 8891 1268**  
Fax: **+44 (0)20 8892 2918**  
Email: **cc2007@theconferenceoffice.com**

Thank you for your interest in attending the Cambridge Conference. We look forward to receiving your registration.

**Details marked with \* are required in order to submit your registration.**

**Complete a separate form for each person attending. All fees quoted exclude UK VAT at 17.5%**

## 1 Personal Details

Guest Salutation/Title\*

Guest First Name\*

Guest Last Name\*

Full Name of Delegate

## 2 Event Details

### Social Events \*

Your GUEST will have the option of joining all the evening meals and social events at the Cambridge Conference. There is a **£50+VAT** charge to attend each individual day, or alternatively your guest may wish to attend all the evening meals and social events, the complete package is offered at **£250+VAT**.

- Sunday afternoon and evening 15 July:**  
Celebrity garden party, cream tea and welcome dinner
- Monday evening 16 July:**  
Exhibitors opening reception and evening supper
- Tuesday evening 17 July:**  
Evening meal, Hotine Lecture and reception
- Wednesday evening 18 July:**  
Punting and Jazz evening including evening meal
- Thursday evening 19 July:**  
Reception and Gala dinner
- Friday evening 20 July:**  
Closing dinner
- Attend all the social programme**  
*(includes all the above events at the discounted price of £250+VAT)*

### Friday Visits

On Friday guest have the choice of remaining at St John College to attend the Ordnance Survey Experience or visiting one of Ordnance Survey sister department

Please choose only one visit:

- Ordnance Survey Experience, St John's College
- Land Registry \*\*
- The Defence Geographic Centre \*\*

\*\*Additional cost of £25 to cover travel to the organisations

### Dietary Requirements

In order to cater appropriately for all attendees at the conference and social events, please indicate below if you have any special dietary requirements:

### 3 Payment Details

#### Fee Payment Details

Social guest fee: **£50.00** per day

**£250.00** all social events (6 days)

Friday visit travel fee: £25.00

*(Land Registry or Defence Geographic Centre only)*

NET REGISTRATION FEE

UK VAT @ 17.5%

**TOTAL GROSS REGISTRATION FEE**

#### Methods of payment

Please indicate your preferred method of payment:

- Credit Card
- Invoice my organisation

This option is only available until 15 June 2007.

Registrations received after this date will not be processed without payment. All invoices must be paid prior to the conference.

If the Cambridge Conference Office require a Purchase Order number before payment can be made by your organisation, please enter this below:

Purchase Order number:

#### Terms & Conditions

Transfer or Cancellation of Registration

If you find you are unable to attend after registering for Cambridge Conference, you have two options:

- 1) Transfer your booking to a colleague – one replacement per registration is acceptable and must be confirmed in writing to the Conference Office no later than 15 June 2007.
- 2) Cancel your registration – you may cancel your registration completely on or before 15 June 2007 and receive a full refund less a £20.00 administration charge. We regret that no refund can be made for registration cancellations from 16 June 2007 onwards.

#### Data Protection

Any information provided will only be used by Ordnance Survey for the compilation of statistics, the administration and (where applicable) to add your details to the mailing list for the Ordnance Survey newsletter.

#### Credit Card Payments

Your credit card will be charged in £/Sterling by The Conference Office Ltd. You will shortly receive a confirmation pack by post, including an invoice and credit card receipt.

#### Card Type

- Switch/Delta  Visa
- MasterCard / EuroCard  AMEX
- Diners Club  JCB

#### Cardholder's Name

#### Company Name (if applicable)

#### Credit Card Number

#### Security Code

#### Expiry Date

#### Valid From Date (Diners Only)

#### Total Registration Fee

#### Please tick

- I agree to the terms and conditions of attendance detailed below and authorise my card to be charged for the registration fee entered above

#### Signature (Card holder)

#### Date