

# CONFERENCE BOOKING FORM

Infrastructure and Capital Investment: Innovative ways to fund capital projects

3 November 2010, Thistle Hotel, Edinburgh



Please send completed form by post, fax, or email to: MacKay Hannah, Crichton House, 4 Crichton's Close, Edinburgh, EH8 8DT  
Fax: 0131 556 0005 Email: [mail@mackayhannah.com](mailto:mail@mackayhannah.com) Book online: [www.mackayhannah.com](http://www.mackayhannah.com) or Contact us on Tel: 0131 556 1500.  
You will receive confirmation of your booking by email

## Delegate Fees – please applicable rate

Full Rate (private sector)	<input type="checkbox"/> £270 (+ VAT = £317.25)
Standard Rate (public sector)	<input type="checkbox"/> £235 (+ VAT = £276.13)
Reduced Rate (professional bodies, trade unions, charities with a turnover >£1m, Universities & colleges)	<input type="checkbox"/> £190 (+ VAT = £223.25)
Supported Rate (voluntary & community organisations, charities with a turnover <£1m)	<input type="checkbox"/> £120 (+ VAT = £141.00)
Conference Papers	<input type="checkbox"/> £75 (+ VAT = £88.13)

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**Team Discount:** Organisations booking more than 2 delegates receive a **50% discount for every 3rd delegate**. Please fill in a separate form for each group of 3 delegates. Discount offer is **not** applicable to supported rate.

## **DELEGATE DETAILS** Please complete all fields in block capitals

Delegate Forename Delegate Surname	_____		
Job Title	_____		
Organisation Name Postal Address	_____ _____		
Town/City	_____	Postcode	_____
Delegate Email	_____		
Special Requirements	e.g. dietary, accessibility etc _____		
Booking Contact Name (if different from above)	_____		
Telephone No	_____		
Purchase Order No	_____		

## **ADDITIONAL DELEGATE(S) DETAILS** Please complete all fields in block capitals

Delegate 2 - Name Delegate 2 - Job Title Delegate 2 - Email Delegate 2 - Telephone	_____ _____ _____ _____		
Special Requirements	e.g. dietary, accessibility etc _____		
Delegate 3 - Name Delegate 3 - Job Title Delegate 3 - Email Delegate 3 - Telephone	_____ _____ _____ _____		
Special Requirements	e.g. dietary, accessibility etc _____		

## **INVOICE DETAILS** if different from details completed above

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Invoice Contact Name	_____		
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**Payment Method** (Payment must be received in advance of the conference. Transfer by BACS also accepted, contact us for details.)

- I enclose a cheque for the total fee made payable to **MacKay Hannah Ltd**
- Please invoice me for the total fee. Purchase Order number (if required/applicable): \_\_\_\_\_

### Terms and Conditions

Cancellations must be received in writing by post, fax or email. A 25% administration charge will be applied to any booking cancelled on or before **27 October 2010**. No refunds will be given for any cancellation made after **27 October 2010** but substitute delegates are welcome. The views expressed by speakers are representative of their own opinions and cannot in any way be attributed to MacKay Hannah Ltd. MacKay Hannah Ltd takes no responsibility for the actions of delegates which are based on such views and opinions. In the event of speakers being unable to attend, or any other circumstances beyond our control which necessitate change, MacKay Hannah Ltd reserves the right to alter or amend the conference programme or other particulars as appropriate.

Fees cover full day attendance at the conference, conference papers, lunch and refreshments for registered delegates only. Fees do not include travel or accommodation costs.

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