



**2 easy ways to register:**

**By Post** – Please complete this form and post to: Ann Hilton, VCA, No 1 The Eastgate Office Centre, Eastgate Road, Bristol BS5 6XX

**By Email** – Please email to: dgseminar@vca.gov.uk

**Attendee Details** Please tick/complete the appropriate boxes, one form per person:

Title:  First Name:  Surname:

Position:  Organisation:

Address:   
 Telephone:   
 Mobile:   
 Email:

Company Registration Number (if applicable):

Nature of company business:

How did you hear about this event?

**Seminar Attendance**

**Day 1 (4th June 2019)**

I would like to attend  Please include me in the complimentary buffet on the previous evening (3rd June)

Please include me in the free drinks reception and buffet on the evening of 4th June (Sponsored by Air Sea Containers, Labeline and Eckert & Ziegler)

**Day 2 (5th June 2019)**

I would like to attend

**Fee:** Day 1 Only: £210. Day 2 only: £210. Day 1 & Day 2: £385. The fee includes refreshments and entry to the evening drinks reception, but is **exclusive of individual travel and accommodation**. VAT is not payable for this event.

**Cancellations:** Cancellations will be accepted and fees refunded (less 30% handling charge) only if made in writing and received 10 days before the event. Bookings cannot be cancelled or fees refunded thereafter, however, substitutions may be made at any time.

**Note:** VCA does not accept liability for any loss or personal damage to the personal effects of delegates attending the seminar. VCA reserves the right to cancel, defer or modify event proceedings without prior notice. VCA, 1 The Eastgate Office Centre, Eastgate Road, Bristol, BS5 6XX, United Kingdom. An Executive Agency of the Department for Transport.

**Payment**

Please invoice my company:   
 (Subject to credit check)

PO Required?

Payment by credit/debit card:

Please provide a telephone number below if you wish to pay by credit/debit card and we will contact you.

Invoice payments must be received by 24th May 2019 (VCA payment terms strictly 30 days). Alternatively, credit or debit card payments can be accepted at any time up to 31st May 2019, subject to availability of spaces.

Personal details provided on this form are used to process your request and to keep you informed about this and similar events. Personal data are kept in accordance with the requirements of the Data Protection Act 2018 (DPA) and General Data Protection Regulations (GDPR). Credit or Debit card details are only kept as long as they are required to process your payment. See our website: [www.vehicle-certification-agency.gov.uk](http://www.vehicle-certification-agency.gov.uk) for further information.

Please print your full name below to confirm you are authorised to make payment.

Full name:

Date: