

REGISTRATION FORM

**Spring Conference at Haberdashers' Hall, 18 West Smithfield, London EC1A 9HQ
16th May 2019, commencing at 4.00pm**

Please complete the form below and return with payment to:
Teresa Horden, Nara, PO Box 131, Bexley, Kent, DA5 9DY
(If paying by bank transfer to HSBC 62177447 40-45-19 Quote membership number)

APPLICANT DETAILS (one form per application, please):

Full Name: _____

Company: _____

Membership Number: _____

Address: _____

Telephone No: _____ E-mail address (for joining instructions) _____

GUEST DETAILS, IF RELEVANT
(Members may bring one Guest at member rate – further guests at non-member rates)

Full Name: _____

Company: _____

| Price per member | VAT | Total Cheque |
|---------------------|--------|--------------------------------|
| £199.00 | £39.80 | £238.80 per member/first guest |
| Price (non-Members) | | |
| £245.00 | £49.00 | £294.00 per non-member |

As space is limited, applications will be dealt with on a 'first come, first served' basis.

Registration cannot be processed until cheque or bank payment is received

On receipt of your application form, a VAT receipt will be forwarded to each delegate.

Joining instructions will be e-mailed nearer the time.

Please Tick

- I will be attending both the Conference and evening reception
- I will ONLY be attending the evening reception
- I will ONLY be attending the conference, but will not be able to attend the evening reception

Full refund will only be issued if cancellations are received in writing not less than 30 days prior to the date of the course. Cancellations made between 30 days and 14 days of the course: A credit note will be issued to be used as payment by the applicant for further Nara courses attended up to December 2019

Should the course cost exceed the credit note, the applicant will be required to pay the difference.

We regret that for cancellations made within 14 days of the course taking place, no repayments or credits can be made.

Any substitute delegate will be required to pay the appropriate fee.

Nara is a Limited Company, registered in England. Reg No 3070049. VAT No 766 4244 12

A copy of our GDPR policy is accessible on our website: www.nara.org.uk

**Please confirm you are happy for Nara to use images taken at our events in its publications and/or media publications by
ticking this box**