

REGISTRATION FORM

REGISTRATION FORM CHECK LIST:

1. Make sure you have Adobe Acrobat Reader installed on your computer. You can download it for free here: <https://acrobat.adobe.com/uk/en/acrobat/pdf-reader.html>
2. **SAVE** REGISTRATION FORM ON YOUR COMPUTER
3. **OPEN** REGISTRATION FORM FROM YOUR COMPUTER AND **COMPLETE**
4. **ENSURE** THE CORRECT FEE HAS BEEN ENTERED
5. **ENSURE** THE TERMS AND CONDITIONS BELOW HAVE BEEN READ AND UNDERSTOOD
6. **SHADED BOXES** ARE COMPULSORY FOR ALL ATTENDEES
7. **PRESS SUBMIT** BUTTON AT THE BOTTOM

REGISTRATION FORM

COMPANY INFORMATION	
Company Name	
Key Activities	
Contact Name	
Position	
Company Address incl. Country	
Company Registration Number	
Telephone	
Email	
REGISTRATION OPTIONS	
Number of delegates attending	
Payment priority method	Credit / Debit Card Bank Transfer Cheque
I am interested in receiving details about sponsoring this event	Yes No
PARTICIPANT RESPONSIBILITIES AT THIS EVENT	
I shall provide questions (minimum 1 question) as requested of me by the Organiser in advance of this event for the roundtable and panel speakers and actively engage in the focus day	I confirm
Should I or my replacement fail to attend this event on the day without first giving email notice to the Organiser no later than 72 hours prior to the event, an additional surcharge of £50+VAT will become immediately payable (by me and/or my organisation) to the Organiser in compensation for the disruption and disappointment caused to the speaker panel, the fellow participants and the event as a whole	I agree and confirm

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PAYMENT INFORMATION	
Enter discount code (<i>applicable to group participation only</i>)	
Registration Fee (<i>input total fee excl. VAT</i>)	
UK VAT @ 20% (<i>this field is automatically calculated</i>)	
Total (<i>this field is automatically calculated</i>)	
I have read and understood the Terms and Conditions numbered 1, 2 and 3 detailed below	Yes
DELEGATE INFORMATION	
DELEGATE 1	
Full Name	
Position	
Telephone	
Work Email	
Alternative Email (<i>to be shared in the participant list</i>)	
If you have food allergies or intolerances please supply details below:	
<input type="checkbox"/> No <input type="checkbox"/> Yes	
If Yes please list below:	
<hr/>	
Roundtable Attendance – places are limited 13.40 – 14.40 European Market Roundtables (chose 1 option): 1. UK & Ireland (run in parallel) 2. France & Germany (run in parallel)	Roundtable Attendance – places are limited 16.30 - 17.30 European Market Roundtables (chose 1 option): 3. Poland (run in parallel) 4. Netherlands (run in parallel)
DELEGATE 2	
Full Name	
Position	
Telephone	
Work Email	
Alternative Email (<i>to be shared in the participant list</i>)	
If you have food allergies or intolerances please supply details below:	
<input type="checkbox"/> No <input type="checkbox"/> Yes	
If Yes please list below:	
<hr/>	
Roundtable Attendance – places are limited 13.40 – 14.40 European Market Roundtables (chose 1 option): 1. UK & Ireland (run in parallel) 2. France & Germany (run in parallel)	Roundtable Attendance – places are limited 16.30 - 17.30 European Market Roundtables (chose 1 option): 3. Poland (run in parallel) 4. Netherlands (run in parallel)

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DELEGATE 3	
Full Name	
Position	
Telephone	
Work Email	
Alternative Email (to be shared in the participant list)	
If you have food allergies or intolerances please supply details below: <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes please list below: _____	
Roundtable Attendance – places are limited 13.40 – 14.40 European Market Roundtables (chose 1 option): 1. UK & Ireland (run in parallel) 2. France & Germany (run in parallel)	Roundtable Attendance – places are limited 16.30 - 17.30 European Market Roundtables (chose 1 option): 3. Poland (run in parallel) 4. Netherlands (run in parallel)

TERMS AND CONDITIONS

1. CANCELLATION POLICY

If the Participant or their replacement are unable to attend the event, the person responsible for the participation must notify the Organiser by sending an email, with the obligatory acknowledgement of its receipt. Cancellation implies to the entire event. All cancellations received **45 working days or more** before the event are subject to an administrative charge of £100+VAT per Participant. If cancellation is received **44 working days prior** to the event or less, but at least **10 working days in advance**, the Organiser keeps 50% of the full fee. If cancellation is made less than **10 working days** prior to the event the full fee remains payable.

2. PAYMENT POLICY

Registration is confirmed upon receipt of a completed REGISTRATION FORM by the Organiser unless stated otherwise by them. The submission of the REGISTRATION FORM and its receipt by the Organiser is deemed conclusive evidence of the Participant's agreement to pay the full fees due **WITHIN 10 WORKING DAYS OF THE INVOICE DATE**.

If payment is not received in full prior to the event or at the very latest on the day of the event, the Participant's admittance may be refused. In such case the Participant remains liable to settle the outstanding payment in full and will only be granted access to post event materials upon making their payment.

The registration fee includes attendance at all panels, roundtables, keynote speech and presentations, refreshments, lunches (excluding those functions requiring an additional surcharge fee) and access to related event material.

3. REGISTRATION, PARTICIPANT REPLACEMENT AND FAILURE TO ATTEND ON THE DAY

Only those named Participants listed on this form will be granted admittance to the event on the day. An ID Badge will be issued to Participant on the day upon registration and cannot be transferred to any person(s) other than those named on this form.

Replacements from the same organisation are welcome no later than 72 hours prior to the event, notice to be received in writing via email to the Organiser, with the obligatory acknowledgement of its receipt. Failure to comply as above will result in an Admin Fee of £100+VAT becoming due with immediate effect.

Should Participant or their replacement fail to attend this event on the day without first giving email notice to the Organiser no later than 72 hours prior to the event, an additional surcharge of £50+VAT will become immediately payable (by Participant and/or their organisation) to the Organiser in compensation for the disruption and disappointment caused to the speaker panel, the fellow participants and the event as a whole.

4. GENERAL TERMS

Participants shall be bound by the conditions, rules and regulations set out in this Registration Form and any changes must be made in writing and signed by an authorised official of 3CAT Independent Mind LTD (herein referred to as the "Organiser") who shall have full power to interpret and to make or amend these rules, provided that such amendments and additions do not operate to diminish the rights reserved for the Participants under this Registration Form, and shall not operate to increase liabilities of the Organiser, its Sponsors, Agents or Employees.

5. HOTEL ACCOMMODATION

The fees DO NOT INCLUDE accommodation cost. The Participant should contact hotel directly to book their accommodation.

6. EVENT PARTICIPATION RULES

The shaded boxes/sections above are compulsory. The Registration form will not be processed without the Participant having first completed the required information.

7. THE ORGANISER

If on the day of the event participant numbers should be lower than previously anticipated due to Participant failure to notify the Organiser of their non-attendance in good time, the Organiser shall not be held responsible for any such circumstances that may or may not arise from, impact on or diminish the event experience as a whole.

The Participant agrees to the use of the Participant's company name, company representative names, company description, its industry relevant activities freely available on the internet, and company logo by the Organiser in promotional materials produced to market this event.

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8. FORCE MAJEURE

The Organiser shall not be liable for any loss, damage or delay resulting from acts of war, civil unrest, strikes or lock-outs, change in regulation, military activity or any other circumstances which shall make it impossible or inadvisable for the Organiser to hold the event at the time and place provided, and reserves the right to reschedule the event at another date and/or at another site. Furthermore, The Organiser will not be responsible for, and will be held harmless from the consequences of any conflicts or misinterpretations, which may arise with the host country, its agents or other bodies regarding any and all aspects of the event, which may affect the Participants. The Participant acknowledges that the Organiser will have sustained damages and losses as a result shall and does hereby waive any claims for damages or compensation. The sums paid to the Organiser as fees or otherwise in connection with the event shall remain the property of the Organiser. The Participant is responsible to obtain adequate insurance to cover risk of this nature.

9. PASSPORT & VISA

The Organiser is not responsible to assist the Participant in obtaining passport and visa for entrance into the country where the event is to be held. The fact that the Participant is unsuccessful in obtaining these documents from the relevant authorities will not constitute a basis for cancellation of this contract and it is clearly understood that no refunds whatsoever will be made. The Participant, however, may assign this contract to another party or company who meets the entry and government formalities necessary for entry into the country where the event is to be held. Such substitution shall be the sole responsibility of the Participant, and shall be notified in writing to the Organiser as early as possible but no later than 72 hours before the start of the event.

10. PHOTOGRAPHY AND VIDEO

Due to the sensitive nature of the event's venue and its content Participants are strongly advised against photography and the use of video cameras for the duration of the event and whilst being at the venue's premises. The Participant and their organisation shall accept the full and sole responsibility for any copyright infringements occurring as a result of their participation at the event.

The venue does advise that photography and the use of video cameras may be used by the Participant at their own discretion during the event PROVIDED ALWAYS that at no time shall photographs or video footage, whether made by camera or mobile telephones, be captured, downloaded or circulated in respect of the portrait of HM the Queen by Annigoni situated in the Court Drawing Room.

Any breach of the above clause may involve copyright infringements for which legal action may be taken by the venue against the Participant and their organisation.

11. IN CONCLUSION

This Registration Form shall be governed by and construed according to UK law. Any dispute between the Participant and the Organiser is hereby submitted to the jurisdiction of the United Kingdom Court.

**I confirm that I have read and understood the Terms and Conditions above and that I agree and accept them in full.
I hereby confirm that I am authorised to sign this Registration Form.**

Name: _____

Date (DD/MM/YY): _____