

## Strengthening the Importance of the Internal Control



### Booking Form

- YES! Please register me for \_\_\_\_\_ place(s)  
 Full fee: £990  
 Early Bird fee: £790 (offer valid until 19th March 2010)  
 I cannot attend the conference but wish to buy the conference documentation.  
Conference documentation features speakers' presentations and conference brochures accessed via secure links for download.  
Full documentation costs £230. To order, complete the registration form and method of payment.  
Payment must be received before access can be granted.

Thank you for choosing to attend this EastEuro Link Conference. This event is designed for YOU in mind to help you win key projects presented by leading industry practitioners.  
We look forward to welcoming you!

Easy ways to register:  
Email this form to: london@easteurolink.co.uk

Call us: +44 (0) 207 275 8020 or +44 (0) 207 275 8063  
Fax this form to: +44 (0) 207 681 2889

### Booking Form

Delegate 1	<input type="text"/>	Delegate 2	<input type="text"/>
Delegate 3	<input type="text"/>	Delegate 4	<input type="text"/>
Job Title	<input type="text"/>	Nature of Business	<input type="text"/>
Company Name	<input type="text"/>	Website	<input type="text"/>
Address <input type="text"/>			
City	<input type="text"/>	Post Code	<input type="text"/>
		Country	<input type="text"/>
VAT / Company Number <input type="text"/>			
Tel:	<input type="text"/>	Fax:	<input type="text"/>
E-mail: <input type="text"/>			
How did you hear about this Conference? <input type="text"/>			
Publication / Website in which you've read about the event (if applicable) <input type="text"/>			

### PAYMENT DETAILS

Please send me an invoice OR Please charge my debit/credit card:

#### Payment by debit/credit card:

MAESTRO     MASTER CARD     VISA     SOLO  
Account Number:     Expiry Date:   
Issue No:     Security Code (Last 3 digits at the back of strip)

Account Holder's Name as it appears on the Card: \_\_\_\_\_  
Billing address: \_\_\_\_\_  
Signature: \_\_\_\_\_    Date: \_\_\_\_\_

PLEASE NOTE, credit card payments will incur an additional 3.5% processing charge, applied by the credit card services provider. This is NOT applicable should you choose to pay by invoice, bank transfer, debit card or cheque.

A 10% service charge will be added to all conference fees and is inclusive of programme materials, luncheon and refreshments.

#### Payment by Bank Transfer:

Account Name: EastEuro Link Ltd, Account No: 28005791, Sort Code: 60-12-14  
SWIFT ADDRESS for overseas payments: NWBK GB 2L  
IBAN: GB46 NWBK 6012 1428 0057 91  
NatWest Bank, King's Cross Branch, Pentoville Road, London N1 9NA  
Please quote delegate's name and Invoice No.

**Payment terms are strictly 7 days and Invoice No. must be quoted**

#### FOR PAYMENT BY INVOICE

Contact person in the Accounts Department \_\_\_\_\_  
Tel: \_\_\_\_\_    Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Terms and Conditions:

#### Registration Fee:

Registration fee together with service charges includes attendance at all sessions, documentation, access to speakers' presentations, brochures, refreshments, lunch and entry to social functions, cocktail receptions and gala dinners when organised. A 10% service charge and VAT (when VAT is payable) will be added to all conference fees. This is inclusive of programme materials, luncheon and refreshments. Following completion and return of the registration form, full payment is required within 7 days from receipt of invoice. All bookings carry cancellation liability (as defined below) immediately after a sales contract has been received by EastEuro Link.

#### Discounts:

Where more than one discount is applicable, delegates can only make use of one discount per each delegate registered. Special offers cannot be used in conjunction with other offers.

#### Accommodation and Travel:

The registration fee does not include hotel accommodation and travel.

#### Cancellations:

Cancellation received in writing before and on 26th Feb 2010 will be subject to a service charge of £250 per a delegate. The service charge is completely non-refundable and non-creditable. The full conference fee remains payable after 26th Feb 2010 and is non-refundable. No refunds, part refunds or alternative offers shall be made. Non-payment or nonattendance does not constitute cancellation. Substitutions are welcome at any time, and are subject to an administration fee of 10% of the total invoice.

It may be necessary for reasons beyond the control of the organiser or for any other reason to change the content or timing of the agenda, speakers or venue, which is subject to change without notice. In the unlikely event that an event is cancelled, EastEuro Link shall endeavour to reschedule, but will not be liable for any costs incurred by delegates in connection with their attendance.

All Invoices are due for payment within 7 days of receipt of invoice. Any invoice outstanding beyond this period will be subject to surcharge of 15% plus VAT to recover the collection costs incurred. This surcharge together with all other charges and legal fees incurred will be the responsibility of the customer and will be legally enforceable. By submitting this form you confirm that you have read and agreed to the terms and conditions of this conference contract. This agreement is governed by English Law and the parties submit to the exclusive jurisdiction of the English Courts in London. However, EastEuro Link only is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.