

# REGISTRATION FORM

Please complete the form below to book your place at the 10th anniversary conference and/or gala dinner on Tuesday 17 June 2008. One form should be used for each delegate. Please return completed forms to: **Fraud Advisory Panel, Chartered Accountants' Hall, PO Box 433, Moorgate Place, London EC2P 2BJ.**

PLEASE PRINT CLEARLY IN BLOCK CAPITALS

## DELEGATE NAME

Full name: Dr/Mr/Mrs/Ms/Miss \_\_\_\_\_

Job title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Special requirements (dietary/access): \_\_\_\_\_

## BREAKOUT SESSIONS *Please indicate which breakout sessions you would like to attend*

- |           |   |  |
|-----------|---|--|
| Session 1 | <input type="checkbox"/> A. Fraud prevention strategies     | <input type="checkbox"/> B. Information security         |
| Session 2 | <input type="checkbox"/> A. Vetting and screening           | <input type="checkbox"/> B. Fraud education and training |
| Session 3 | <input type="checkbox"/> A. Managing external relationships | <input type="checkbox"/> B. Role of the media            |

## REGISTRATION FEES

I would like to register for:	Member	Non-member	Registered charity
<input type="checkbox"/> Conference	£235.00	£352.50	£270.25
<input type="checkbox"/> Gala dinner	£94.00	£94.00	£94.00
<b>Total amount:</b>	£ _____	£ _____	£ _____

Corporate tables seating 10 people are available upon request. Prices are VAT inclusive.

## PAYMENT

All registration fees must be paid in advance of the event.

- I enclose a cheque for £ \_\_\_\_\_ made payable to Fraud Advisory Panel
- Please invoice me for £ \_\_\_\_\_ quoting purchase order number: \_\_\_\_\_

## DECLARATION

I confirm that I have read and agree to abide by the terms and conditions outlined overleaf in the 'registration information' section.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DATA PROTECTION

The information you have provided will be used for administrative purposes only in connection with this event, such as completing your registration and securing payment. Information collected by the Fraud Advisory Panel is processed in accordance with the provisions of the Data Protection Act 1998. By completing and returning this form you consent to our use of this data for these purposes, and to our contacting you by email, post, fax and/or telephone in connection with this event. We may disclose the information to other entities concerned in organising this event for these purposes.

A list of delegates will be published and circulated to all conference and gala dinner delegates, speakers and sponsors. If you do not wish for your details to appear on the published list please tick this box.

From time to time we may contact you by email, post, fax and/or telephone to let you know about other events we run which may be of interest to you. If you do not wish to receive information about the Fraud Advisory Panel's future events please tick this box.

# REGISTRATION INFORMATION

## Registration fees

	Member	Non-member	Registered charity
Conference	<b>£235.00</b> (£200.00 net + £35.00 VAT)	<b>£352.50</b> (£300.00 net + £52.50 VAT)	<b>£270.25</b> (£230.00 net + £40.25 VAT)
Gala dinner	<b>£94.00</b> (£80.00 net + £14.00 VAT)	<b>£94.00</b> (£80.00 net + £14.00 VAT)	<b>£94.00</b> (£80.00 net + £14.00 VAT)

## How to register

To register your place at the conference and/or gala dinner please complete the registration form and return it to the Fraud Advisory Panel by fax or by post. Please note that we are only able to accept bookings completed on this form.

Upon receipt of your completed form we will send you written confirmation of your registration including details of the event and venue.

## Payment

**All registration fees must be paid in advance of the event.**

Invoices can be arranged upon request. If your company requires a purchase order number to be stated on the invoice, please quote this on the registration form.

The Fraud Advisory Panel accepts payment by cheque or BACS transfer. Cheques should be made payable to the Fraud Advisory Panel and have either the invoice number or name of the delegate written clearly on the reverse.

A remittance advice is required for all BACS payments. This can be forwarded by post or by email to [info@fraudadvisorypanel.org](mailto:info@fraudadvisorypanel.org). It should clearly show the payment reference used and full details of all items included.

## Cancellations and transfers

Cancellations received by the Fraud Advisory Panel in writing by Monday 2 June 2008 will receive a full refund. After this date the full registration fee must be paid.

Substitutions may be made at any time by notifying our office.

## Programme changes

The Fraud Advisory Panel reserves the right to alter the programme, speakers or venue at any time without prior notice. In such cases liability will be restricted to a refund of any registration fee paid.

## Liability

The Fraud Advisory Panel does not accept responsibility for anyone acting as a result of information or views expressed at its events. Delegates should take specific advice when dealing with specific situations. The views expressed by all speakers at this and other Panel events are their own and do not reflect the views of the Fraud Advisory Panel.

## Venue

The conference venue is Mermaid House, The Mermaid Conference and Events Centre, Puddle Dock, Blackfriars, London EC4V 3DB.

The venue for the gala dinner is Apothecaries' Hall, Black Friars Lane, London EC4V 6EJ. It is a five minute walk from the conference venue.

Both venues have been chosen specifically for their transport links and location within the City of London.

## Fraud Advisory Panel

The Fraud Advisory Panel is a registered charity no. 1108863 and company limited by guarantee registered in England and Wales no. 04327390.

## Enquiries

If you have any questions about the conference or gala dinner, please contact Tamaryn Thorburn at the Fraud Advisory Panel on 020 7920 8637 or email [events@fraudadvisorypanel.org](mailto:events@fraudadvisorypanel.org).