

# REGISTRATION

## Payment Details

For bookings received by 10th October:

- £425 + VAT (£488.75)  
 £1,275 + VAT (£1,466.25) (4 for the price of 3)

For bookings received after 10th October:

- £475 + VAT (£546.25)  
 £1,425 + VAT (£1,638.75) (4 for the price of 3)

I enclose a cheque made payable to:  
**Longmark Tax Conferences Ltd**

**Tax Planning in Changing and Challenging Times**  
**Thursday 26th November 2009**

### • Delegate 1

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

### • Delegate 2

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

### • Delegate 3

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

### • Delegate 4

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_

## Contact Details

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
County: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

I understand that this booking is subject to the cancellation terms set out on this registration form.

**AUTHORISED SIGNATURE:** .....  
(All bookings must be signed)

If you do NOT wish to be kept informed of other Longmark Tax Conference events, please tick here

If you do NOT wish your details to be passed on to companies approved by Longmark Tax Conferences to keep you informed of their products and services, please tick here

Full details of our privacy policy can be obtained by calling 0845 260 1057 or visiting our website [www.longmark.co.uk](http://www.longmark.co.uk)

VAT No. 869135491

Please complete, detach and send to the Bookings address (below right)

# ADMINISTRATION

## Venue

Central London location



## Fee

Your fee includes attendance, refreshments, lunch and paper documentation. It is a condition of the booking that the fee is payable in advance. Please send a cheque for the appropriate amount with the registration form. Once payment has been received a VAT receipt will be sent. Payment must include VAT.

## Our confirmation of your booking

All bookings will be acknowledged in writing within 21 working days of their receipt and joining instructions (final conference details and a venue location map) will be sent out to delegates approximately two weeks before the event. Please telephone immediately:

- if you have not received written acknowledgement of your booking within four weeks of sending it;
- if you have not received your joining instructions five days before the event.

## Hotel accommodation

Hotel accommodation to be confirmed.

## Special needs

If you have any special needs or particular dietary requirements, we are happy to help where possible. Please contact us on the enquiry numbers below with details.

## Certificate of attendance

A certificate of attendance is available on request, following your attendance at this conference, as a record of your training and development.

## Cancellations

A refund of fees will be made only for cancellations received in writing at least 21 days before the event (less a 25% cancellation fee to cover administration costs). No refunds will be made for cancellations received within 21 days of the event and failure to attend after confirming a booking will be subject to the same terms. A substitute delegate will be accepted at any time before the event.

## Documentation sale

If you are unable to attend the conference but would like to purchase a set of the conference documentation (price £150 - zero VAT) please call us on **0845 260 1057** or e-mail [info@longmark.co.uk](mailto:info@longmark.co.uk). Your notes will be dispatched within 5 working days after the event.

## Sponsorship opportunities

If you would like details of bespoke sponsorship packages for this and future conferences, which can be tailored to your company's specific requirements, please call **Mike Longman** or **Mark Fink** on **0845 260 1057** or e-mail [sponsorship@longmark.co.uk](mailto:sponsorship@longmark.co.uk).

## BOOKING AND ENQUIRIES

### ENQUIRIES:

Please call **0845 260 1057**  
or email [info@longmark.co.uk](mailto:info@longmark.co.uk)

### BOOKINGS:

Please send your completed booking form and payment to:  
**Longmark Tax Conferences Ltd**  
**Grove House, Back Rowarth, Glossop,**  
**Derbyshire SK13 6ED**

This programme is correct at the time of going to press. However, we reserve the right to alter or cancel the programme due to circumstances beyond our control. In the event that we cancel the conference our liability is limited to a refund of the fees paid.