



## Attendance Monitoring Systems a BAC and Study UK joint event

**7 June 2010**

**9.00am - 1.00pm and 1.00pm - 5.00pm**

### Booking form

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Title	First name	Surname
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Institution name

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Institution address

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Position / role (e.g. Principal)

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Contact email address

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Contact phone number

The event will be held twice on 7 June 2010.

- Registration for the morning event will begin at 9.00, with the first talks at 9.30 and the exhibition closing at 13.00.
- Registration for the afternoon event will begin at 13.00, with the first talks at 13.30 and the exhibition closing at 17.00.

It will take place at the Regent's College Conference Centre, Regent's College, Inner Circle, Regent's Park, London NW1 4NS.

Each place at the conference will cost **£45**, which includes refreshments. Terms and conditions are on the second page of this form. Please return a separate booking form if you would like a second person from your institution to attend.

Please state your session preference below. Although first preferences will be granted where possible, we reserve the right to allocate sessions according to availability, and priority for the afternoon session will be given to delegates from institutions outside of London. Please indicate below if you would **not** be able to attend if allocated the alternative session. We will confirm which session has been allocated to you by Monday 24 May.

I am paying:

- by cheque (made payable to The British Accreditation Council)
- by bank transfer (to CAF Bank Ltd, account number 00010161, sort code 40-52-40; please use your institution's name as the reference)

My first preference of session would be:

- Morning Session (9.00-13.00)
- Afternoon Session (13.00-17.00)

- I will only be able to attend my first choice. Please return my payment should a place at this session not be available.

*N.B. Session allocations will be confirmed by Monday 24 May.*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

For further information please contact Jane Marsh by emailing [events@the-bac.org](mailto:events@the-bac.org) or telephoning 020 7447 2584.

### **Booking and cancellation: terms and conditions**

The booking and cancellation deadline for this event is **Monday 24 May 2010**. Payment must be received by this date in order for your booking to be confirmed. Late bookings will be accepted only in exceptional circumstance; please contact us directly before sending in your booking form. Late cancellations will not be refunded.

### **Special requirements**

If you have a disability, dietary requirement or any other condition which you feel will require us to make special arrangements, please describe them here:

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### **Question to be put to presenters:**