



## Introduction of the Sponsor Management System

a BAC and Study UK joint conference

17 February 2010

### 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 conference will begin at 11:00 and finish at 16:00, with registration from 10:30. 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 £90, which includes lunch and refreshments. Terms and conditions are on the second page of this form. Places will be limited to one person per institution; this will be reviewed on 10 February 2010. Please indicate on the booking form if you would like a second person from your institution to attend.

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; use your institution's name as the reference)

If there is space I would like a second person to attend.

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Signed

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Date

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

### **Payment and cancellation conditions**

Due to the short timeframe between confirming bookings and the event itself we will not be able to offer refunds except in exceptional circumstances. Payment, or proof that payment is being processed, must be received before the event on 17 February 2010.

### **Special requirements**

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