



# 5th World Congress on Downtowns and Town Centres

**Date: Wednesday 16th June – Saturday 19th June 2010**

**Venue: Queen Elizabeth II Conference Centre, Westminster, London**



Please complete and return to:

ATCM Events, 1 Queen Anne's Gate, Westminster, London, SW1H 9BT

Email to: [events@atcm.org](mailto:events@atcm.org)

Fax: +44 (0)20 7227 3460

For additional delegates please photocopy this form for each delegate.

Please reserve 1 place for:

Title (Mr / Ms / Mrs / Dr / Prof etc): \_\_\_\_\_

First Name: \_\_\_\_\_

Familiar name for badge (if any): \_\_\_\_\_

Surname: \_\_\_\_\_

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

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

Postal address:

Number / Building: \_\_\_\_\_

Street: \_\_\_\_\_

Area: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone:           + \_\_\_\_\_

Fax:                   + \_\_\_\_\_

Email: *(please write clearly)* \_\_\_\_\_

Languages spoken: \_\_\_\_\_

**PRICES:**

All delegate and exhibitor fees are subject to VAT at the current UK rate (17.5%) Delegate fees (please tick relevant fee):

Please tick here  if 3 or more delegates from the same organisation are registering for the event and we will give each of you a 5% discount for the event. There is no limit on how many delegates you can register from one organisation and all will receive the 5% discount. However, if we do not receive three registrations, you will be liable to pay the 5% before attendance at the event.

Advance purchase discount (booking and payment must be received by Friday 9th April 2010):

Member fee*	£560 plus £98 VAT – total £658	<input type="checkbox"/>
Non-member fee	£690 plus £120.75 VAT – total £810.75	<input type="checkbox"/>

Early bird discount (booking and payment must be received by Friday 30th April 2010):

Member fee*	£610 plus £106.75 VAT – total £716.75	<input type="checkbox"/>
Non-member fee	£740 plus £129.50 VAT – total £869.50	<input type="checkbox"/>

Full price delegate fee (booking and payment must be received by Friday 11th June 2010):

Member fee*	£660 plus £115.50 VAT – total £775.50	<input type="checkbox"/>
Non-member fee	£790 plus £138.25 VAT – total £928.25	<input type="checkbox"/>

\* Who is entitled to the Member fee? The Member fee is only available to those who are members at the time of booking of:

- ATCM (Association of Town Centre Management)
- IDA (International Downtown Association)
- IPM (Institute of Place Management)
- Members of national or regional associations affiliated to the European Federation of Town Centres – this includes Svenska Stadskarnor (Sweden), Norsk Sentrumsforum (Norway), BCSD (Germany), AMCV (Belgium)

I confirm that I am a current member of \_\_\_\_\_  
(insert name of organisation from above). ATCM reserves the right to charge you the full non-member fee if your membership of the organisation you have indicated is not found to be current at the time of processing your booking.

The delegate fee includes attendance at the Congress sessions (17th, 18th and 19th June), admission to the welcome event (16th June), attendance at the Congress Awards evening (17th June), participation in our Discover the South Bank evening on 18th June, entrance to the exhibition and lunch and refreshments on the 17th, 18th and 19th June.

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I am interested in pre-conference study tours, please send me more information

I am interested in post-conference study tours, please send me more information

I would like information on the Partner Programme, which includes admission to the evening receptions and Awards Dinner as well as daytime activities

**PAYMENT:**

You can register and pay online. If you are registering with this form, then payment must be sent with the booking form except for UK Local Authorities and Universities who can provide a Purchase Order number and will be invoiced. All payment must be received in full prior to attendance at any part of the event.

UK cheques should be crossed and made payable to: **Association of Town Centre Management**

Bank transfers should be made to:

Association of Town Centre Management

Lloyds TSB Bank

Account No: 01440295

Sort Code: 30-92-32

Swift: LOYDGB21048; IBAN GB68 LOYD 3092 3201 4402 95

**Purchase Order Number:**

VAT Registration Number: GB 629 2148 33

Prices quoted are for registration at the event and do not include travel or accommodation.

I accept the terms and conditions below

Signature:

Date:

# Terms and Conditions of Booking

1. The event is organised by ATCM on behalf of ATCM and IDA
2. The delegate/attendee is the person named on the form
3. No places can be reserved without a completed booking form and payment in full in advance of the event
4. Confirmation of registration will be sent to you within 14 days of registration
5. Any cancellation must be made in writing and will be subject to a 10% administration charge. No refunds will be given for cancellations notified to us after midnight British Summer Time (GMT +1) on May 21st 2010
6. Substitute delegates will be accepted at any time
7. ATCM are not liable for any bank charges or any other expenses incurred by delegates booking and attending this event
8. ATCM cannot accept responsibility for the content, presentations or views expressed by the speakers or any other person at the event
9. ATCM reserves the right to refuse entry to any delegate for all or part of the event
10. ATCM reserves the right to change the programme at any time without further notice
11. ATCM reserves the absolute right to cancel the event
12. Data supplied to ATCM through registration will be held on our records and may be shared with IDA and used by either of us to tell you about future events and activities unless you notify ATCM in writing that this is not your wish
13. All or any part of the event may be photographed or videoed and ATCM or IDA may use any such materials in reports on the event and in future promotional materials. Your attendance at the event implies your consent to your inclusion in such photographs and videos and for such use unless you specifically advise us otherwise in writing
14. Neither ATCM nor IDA will share your data or your contact details with any third party except for checking the current membership status for those seeking to attend at the member rate from other organisations supporting the event, including but not limited to IPM and EFTC affiliated organisations.



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Westminster, London  
SW1H 9BT  
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