Media Registration Form

Birmingham Conference 12-14 March 2010

Personal details

Please attach a colour passport size photograph if you have not provided one to the conference office in the past 3 years. Please print your name clearly on the reverse of the photograph.

Important information

LIBERAL DEMOCRATS

Registrations are non-transferable.

Forms must be sent in hard-copy. We do not accept faxed or scanned registration forms.

Please note that forms must be received by **5.30pm** on the deadline day for the accreditation to be free of charge.

If you require work space at the ICC please tick the appropriate box on page 2 and include payment details. Bookings details for Internet access/phonelines will be sent once work spaces have been confirmed.

First name

Last name

Organisation

Previous organisation worked for at Liberal Democrat Conference (if applicable)

Contact information

Correspondence address

Postcode

Phone no

Email

Once your registration has been processed, you will receive a confirmation by email. Acknowledgements will be sent by email only.

Please return this form to:

Conference & Events Office, Liberal Democrats,
4 Cowley Street, London SW1P 3NB

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++Advance registration for Birmingham closes on 1 March 2010++

Deadline 1 February 2010 (5.30pm)

Accreditation only

☐ Free - deadline 1 February 2010 (5.30pm)

Accreditation and workspace

☐ £ 67 deadline 1 February 2010 (5.30pm)

After 1 February 2010

Accreditation only

☐ £74 - after 1 February 2010

Accreditation and workspace

☐ £ 141 after 1 February 2010

Work space

Workspace package includes table, chair, 2 way power point and use of fax & photocopier. Booking details for Internet access/phonelines will be sent once workspace has been confirmed.

Refund Policy

After 1 February there will be no cancellation refund. Before this date a £15 administration fee will apply to all cancellations.

Deadlines

Please note that forms must be received by **5.30pm** of the deadline day for the accreditation to be free of charge. Don't leave registering and posting your form to the last minute as deadlines are strictly adhered to.

Rights of Access Reserved - Submission of this form does not guarantee access to any part of the Liberal Democrat Conference.
Data Protection Act - The information on this form will be supplied to relevant police constabularies and stored in an ellectronic database to assist with policing arrangements for the Liberal Democrat Conference. The data may be passed to other police departments in relation to subsequent events..
Registrations - Late registration may be subject to delays in processing. On-site registration may take a number of hours to complete and Registration in advance is recommended. Registrations and passes are not transferable.

Payment details

☐ I enclose a cheque payable to "Liberal Democrats" for the above amount

☐ Please charge my debit/credit card as per below details

Card type Debit Card/MasterCard/Visa/Maestro/Amex/Diners/Delta (delete as applicable)

The CSC is the last 3 digits of the number on the signature strip on the back of the card.

Card number ______

Expiry date ______ **Start date/ issue number** ______ **CSC number** ______

Name on card ______

I agree that the Liberal Democrats will deduct the full cost from my credit/debit card

Signed ______ **Date** ______

£1 from every registration goes towards making our conference carbon neutral.

Please return this form to:

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