



In order to book your place, please fax your form to: **+44 (0)1438 767291**. For all bookings and course advice call **+44 (0)1438 765616**

**ONE PERSON PER FORM ONLY (FORMS CAN BE PHOTOCOPIED). PLEASE COMPLETE IN BLOCK LETTERS.
PAYMENT MUST ACCOMPANY THIS REGISTRATION FORM. PLEASE REFER TO THE CONDITIONS OF BOOKING (OVERLEAF).**

Course Details

Course Title	Ref. No.
Course location	Course Date d d m m y y y y

Delegate Details

Title	First Name(s)	
Surname/Family Name (As you wish to appear on your certificate)		
IET Membership No.	Job Title	
Organisation/Company		
Address		
County/State	Postcode	Country
Telephone	Fax	
Email Address		

Name and email if registered on behalf of delegate

Name
Email Address

I confirm that I have read and accepted the conditions of booking (overleaf)

Signature	Date d d m m y y y y
Dietary Requirements	

Payment Options



PLEASE DO NOT INCLUDE CARD/BANK DETAILS VIA EMAIL

Please indicate method of payment (Purchase Orders are not accepted) Cheque (made payable to IET and crossed) Credit/Debit Card BACS

Credit/debit card payment

I authorise you to charge my Visa / Mastercard / American Express / Maestro / Delta (Please delete as appropriate) with a one-off payment of £

Credit/Debit Card Number

Expiry Date m m y y 3 or 4 digit security code For Maestro or Solo cards only: Start Date m m y y or Issue Number

Cardholder's Name

Cardholder's Address

County/State Postcode Country

Signature Date d d m m y y y y

Data Protection: The information that you provide to the IET will be used to ensure we provide you with products and services that best meet your needs. This may include the promotion of specific IET products and services by post and/or electronic means. By providing us with your email address and/or telephone number you agree that we may contact you by electronic means. You can change this preference at any time by visiting www.theiet.org/my



Conditions of booking

Early booking discount - save up to 20%

Course registrations booked and paid for more than two months in advance of the first day of a course attract a discount of up to 20%. For example - for a course commencing 18 March, registration and payment received before 18 January is eligible for the early booking discount, excluding CMI and PRINCE2 courses.

Registration

The IET's customer services team will acknowledge receipt of registration but please note this does not confirm that the course is taking place.

Joining instructions will be sent 10-14 days prior to the course confirming details.

Please contact us immediately if you do not receive an acknowledgement or joining instructions within the stipulated period. Tel: +44 (0)1438 765616.

Cancellations, transfers and substitutions for courses (Except PRINCE2 courses)

Any cancellation, transfer or substitution after registration will incur an administration fee of £30.

Cancellations and transfers at short notice will be charged as follows:

15-34 days before start of course - 50% of fee
0-14 days before start of course - full fee

PRINCE2 courses terms and conditions

Cancellation

The cancellation charges are:

More than 28 days of the course start date: No charge
14-28 days of the course start date: 20% of the full fees
7-14 days of the course start date: 50% of the full fees
Within 7 days of the course start date: 100% of the full fees

Transfer

Transferring to an alternative course will incur the following charges:

More than 28 days of the course start date: No charge
14-28 days of the course start date: 10% of the full fees
7-14 days of the course start date: 25% of the full fees
Within 7 days of the course start date: 50% of the full fees

All cancellations, transfers and substitutions, subject to agreement, must be received in writing prior to the commencement of the course.

Cancellations by the IET

The IET reserves the right to cancel any course. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

Delegates with special requirements

The IET aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual requirements that you may have by attaching a note to the registration form.

Course objectives

For course objectives please visit www.theiet.org/pd-courses or contact us by email: pdcourses@theiet.org

Bank transfers (BACS)

Bank transfers can be made, but please ensure the invoice number is quoted with the payment and allow five working days clearance. Bank account details are as follows:

Barclays Bank Plc
UK Bank
1 Churchill Place
London
E14 5HP

The Institution of Engineering and Technology
Account Number 50480606
Bank Code Number 20-65-82

General information

All course fees include lunch and refreshments excluding PRINCE2 courses. Travel and accommodation is the responsibility of the delegate.