

FAX No. - +44 (0)20 7316 9563

Incisive Media booking form:

**Insurance Christmas Ball
9th December 2009**

FAX the completed form with your credit card details, or follow up the provisional reservation with a cheque payable to **Incisive Financial Publishing Ltd.** In order that we process your registration with maximum efficiency, we request that a copy of this booking form accompanies your payment.

Please note: For more than 3 delegates bookings please contact Oliver Nevill to discuss a group discount on tel: +44 (0)20 7316 9405. **Your payment must be received prior to attendance.**

Section 1 – Number of tables

I would like to book:

- 1 table
 - 2 tables
 - 3 tables
 - 4 tables
 - 5 tables
 - 6 tables
 - 7 tables
 - 8 tables
 - 9 tables
- £1,950**

For table booking enquiries, or to enquire about half tables, please contact:

Oliver Nevill

Tel: +44 (0) 20 7316 9405

Email: oliver.nevill@incisivemedia.com

Section 2 - Personal details

Please note: ALL Mandatory * fields MUST be completed

Title (Mr/Mrs/Miss/Ms/Dr/Prof etc): * _____

First name: * _____

Family name: * _____

Job title: * _____

Department* _____

Company Name: * _____

Your Training Manager: _____

Street: * _____

City: * _____

State: _____

Post / zip code: * _____

Country: * _____

Telephone: * _____

Switchboard Number: _____

Fax: _____

Website: _____

Your email address: *: _____

Section 3 - Payment details

Option 1

I will give my Credit card details and intend to pay NOW for my booking.

Option 2

I will book now but pay later. I understand payment must be received before this event starts.

If you select payment option 2; please note: We accept company cheques, credit cards and bank transfers. Please make cheques payable to Incisive Financial Publishing Ltd. All other details will be on your proforma invoice. Please allow a minimum of seven working days for a bank transfer to reach us and phone or fax us when it has been sent. Please state the event name and delegate name to which it relates.

For credit card payment ONLY ...

Please debit my: *

- AMEX
- VISA
- MASTERCARD

Valid from: * _____

Card No: * _____

Expiry date: * _____

Account address if different from above:

For companies in EU member states only - Please write your VAT/TVA/BTW/IVA/MCMS/MWST/FPA number here: _____

Section 4 - Finally, Terms and conditions

Full payment is required before the event

- Please make cheques payable to Incisive Financial Publishing Ltd
- If you cancel your booking prior to 21 days before the event, you will receive a refund less a handling and administration charge of £75 + VAT (£86.25)
- If a cancellation is made after this time, no refund can be made but a substitute delegate will be welcomed. Please advise the organisers of any changes
- All cancellations must be made in writing and will be acknowledged in writing by Incisive Media
- Due to circumstances which may be beyond its control, Incisive Financial Publishing Ltd reserves the right to make changes to the programme and/or speakers without prior notice
- Multiple reservations: Please call 020 7316 9405
- Please note, lunch, tea and coffee are included in the cost of the event
- Insurer Rates apply to representatives of FSA registered insurance companies and brokers and members of Post Magazine's Claims Club. Standard Rate applies to all other delegates providing insurance services, including – but not limited to – loss adjusters, law firms, software houses and consultancies.

How and why we carbon offset our events

Post launched its Underwrite the Future Campaign in 2007 and is committed to supporting environmental causes within the insurance industry. For all Post events, a calculation is now made regarding residual emissions, including in respect of all delegate travel, and an appropriate donation will be made to a registered charity.

Venue Details

Banqueting House, Whitehall, London, SW1A 2ER, England. For any additional information, please contact the organisers: Post Magazine Events, 1st Floor, 32 – 34 Broadwick Street, London W1A 2HG. Tel: 020 7316 9672. Email: postevents@incisivemedia.com

YES, I understand the terms and conditions of this booking*

YES, I would like to be notified with relevant information like this event in the future

How did you hear about us?

- Received an e-mail*
- Event brochure – mailed*
- Event brochure – insert*
- Advertisement*
- Weekly Risk News e-mail update*
- A website*
- Remind me facility*
- Tell a colleague facility*
- Word of mouth*
- Telesales*
- Internet search engine*
- Other* _____

Any additional comments?

WARNING: FX Week is a registered trademark, and the title, contents and style of this form are the copyright of Incisive Media plc. We will act on any infringement of our rights anywhere in the world. © Incisive Financial Publishing Ltd. 2008

By registering for FX Week Incisive Media* will send you further information relating to this event. In addition we will send you information about our other relevant products and services which we believe will be of interest to you. If you do not wish to receive other relevant information from Incisive Media via a particular medium please tick the following relevant boxes:

- Mail*
- Telephone*
- Fax*
- Email*

Incisive Media will also allow carefully selected third parties to contact you about their products and services. If you do not wish to receive information from third parties via any of the following media please tick the relevant boxes:

- Mail*
- Telephone*
- Fax*
- email*

Please remember that if you choose not to receive other literature you may miss out on some exclusive offers.

*For a list of companies included in Incisive Media please see our website:
www.incisivemedia.com/dataprotection