

Scottish Transport Applications & Research Conference

WEDNESDAY 22 MAY 2019

GLASGOW CALEDONIAN UNIVERSITY
COWCADDENS ROAD
GLASGOW G4 0BA



BOOKING FORM

DELEGATE DETAILS

Title:Forename:.....
Surname:.....
Position:.....
Organisation:.....
Department:.....
Address:.....
.....Postcode:.....
Telephone:
Email:.....

ATTENDANCE FEES (Please tick appropriate box):

Early-bird fee (available until 21 April 2019)	£170 plus VAT	<input type="checkbox"/>
Delegate fee (for bookings received after 21 April 2019)	£195 plus VAT	<input type="checkbox"/>
Speaker fee	£85 plus VAT	<input type="checkbox"/>
Community groups & voluntary sector fee	£85 plus VAT	<input type="checkbox"/>

INVOICING AND PAYMENT (Please tick appropriate box for your payment method):

BACS See details opposite **Cheque** See details opposite **Invoice** Complete details below **Card** Please email: julie.bragg@tftp-training.co.uk

In all cases, you will receive a VAT invoice and receipt for your payment. If your organisation requires us to quote a Purchase Order number on the invoice, please note it here →

The Purchase Order should be made out to Tftp* at the address to the right.

INVOICE DETAILS

Title:Forename:.....
Surname:.....
Position:.....
Organisation:.....
Department:.....
Address:.....
.....Postcode:.....
Telephone:
Email:.....
Signature of Authorisation:.....

TERMS AND CONDITIONS

VAT at 20% (correct rate at time of going to press) is payable and will be added to invoices/receipts for all bookings.

Cancellation – to avoid penalties, any cancellations and change in details must be received in writing. Cancellations received more than four weeks before the start of an event will be subject to an administration fee of £50 plus VAT. Those received with less than four weeks notice will be liable for the full fee. Substitution of delegates must also be notified in writing but will not be subject to a charge.

All those attending must complete the booking form and pay the appropriate attendance fee.

Payment

Cheques should be made payable to Training for Transportation Professionals and sent to:

Training for Transportation Professionals
Forester House
Doctors Lane
Henley-in-Arden
B95 5AW
UK

BACS payments can be made in GBP to:

Training for Transportation Professionals
Sort code: 30 98 26
Account number: 33308268

Please ensure that either the invoice number or name of the delegate is included as a reference.

Disclaimer

The programme details are subject to change and the organisers reserve the right to make substitutions of speakers and changes to timings within the day. All attempts will be made to keep these to a minimum.

Please complete and return this form to:
Training for Transportation Professionals*
Forester House,
Doctors Lane,
Henley-in-Arden,
B95 5AW, UK

Telephone: 01564 793552
E-mail: julie.bragg@tftp-training.co.uk