**REGISTRATION FORM – to be completed by each delegate**

Title:
First Name:
Last Name:
Institution:
Position/Department:
Address:

Postcode:
Telephone:
Email:

**Registration** (includes lunch, coffees and teas, conference dinner)

PLEASE CIRCLE BELOW WHICH IS RELEVANT:

 **Early Registration – before 31st July** **Late registration – after 31st July**

**Full delegate** £250 £300

**Student delegate** £150 £180

**There will be no facility to register on the day. All delegates must be registered before attending the conference.**

**Bed & Breakfast in hall of residence (September 19th)**
Ensuite Room £45 Yes/No

**Bed & Breakfast in hall of residence (September 20th)**
Ensuite Room £45 Yes/No

**Bed & Breakfast in hall of residence (September 21st)**
Ensuite Room £45 Yes/No

**Bed & Breakfast in hall of residence (September 22nd)**
Ensuite Room £45 Yes/No

**TOTAL £**

**PAYMENT DETAILS**

The closing date for receipt of registration forms **and** payment is September 15th. Please indicate your method of payment in the appropriate tickbox. If paying for a group of people please indicate clearly to whom to payment corresponds.

**Cheques** should be made payable to “**University of Reading**” and sent with this completed registration form to:

Mrs Barbara Parr
Department of Chemistry
University of Reading
Whiteknights, Reading
RG6 6AD
UK

**Credit card**  - please supply details as requested below, and print and post this form to Mrs Barbara Parr at the above address, or fax to 00 44 118 378 6331, or give details by telephone 00 44 (0) 118 378 8453 (between 9-1 Monday to Friday).

**TYPE OF CARD (VISA, MASTER, AMEX):**

**CARD NO:**

**EXPIRY DATE:**

**3-DIGIT SECURITY CODE:**

**NAME AS ON CARD:**

**CARDHOLDER ADDRESS:**

**AUTHORISING SIGNATURE:**

**Invoice** for payment by invoice or bank transferplease complete the registration form and return as described above indicating if payment is personal **** or from your employer****.

Any queries regarding payment please contact Mrs Barbara Parr: ecscd-10@reading.ac.uk

Tel 00 44 (0) 118 378 8453. Receipts will be issued at the conference.

Data Protection: Your contact details (name, institution and email address) will appear on the conference attendance list. If you do NOT wish to be included then please tick the box. The information on this form will be processed on a computer and used for the purpose of running the conference.