



Institute for Small Business Affairs  
 27th National Conference 2-4 November 2004  
 REGISTRATION FORM 3 (excluding accommodation)



Name & Address: (Mark boxes with X) (Please complete in CAPITALS using black ink.)  
 Mr.  Mrs.  Ms.  Dr.  Professor  Male  Female  
 Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Position/Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Town/City: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Tel. Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ (If not in UK, include Country Code)  
 Email Address: \_\_\_\_\_ Topics of interest (A - Y) \_\_\_\_\_

Category:  Delegate  Presenter  Track Leader  Keynote Speaker  Exhibitor  VIP Guest  
 Lunches needed:  Wednesday  Thursday Extra options:  Doctoral Day  Welcome Reception  Gala Dinner  
 Any special needs?  Dietary: \_\_\_\_\_  Access: \_\_\_\_\_  Other: \_\_\_\_\_

Accompanying Person: (For partners and colleagues NOT participating in the Conference Programme - see Web Site for details of Tours)  
 Mr.  Mrs.  Ms.  Dr.  Professor  Male  Female  
 Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
 Lunch (included):  Wednesday  Thursday Extra options:  Welcome Reception  Gala Dinner  Special needs

Pre- & Post-Conference Tours. (Please indicate number interested in Tours each day)  Tuesday  Wednesday  Thursday  
 A number of optional Study Tours will be arranged before, during and after the Conference. Full details will be e-mailed and posted on the Website when available.

Registration & Payment Periods:	Early	Normal	Late	Mark boxes with 1 or 2. Special Notes:
Deadline Booking & Payment Dates:	No. by 30th June	No. by 31st August	No. after 1st Sept.	Deadline for registration and payment.
Full Delegate Fee (excludes social events)	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £395	includes full membership of ISBA for 2005
Student Delegate Fee (excl. Doctoral Day)	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £255	includes student membership of ISBA for 2005
Day Delegate Fee - Wednesday/Thursday	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £225	fee per day - excludes membership of ISBA
Doctoral Day - optional extra - Tuesday	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £65	includes lunch & coffee breaks at Teesside
Accompanying Persons (not in Conference)	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £60	includes 2 days lunches and coffee breaks
Welcome Reception - Tuesday evening	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £20	optional extra for all delegates & partners
Gala Reception & Dinner - Wed. evening	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £40	optional extra for all delegates & partners
Refereed Papers Proceedings - bound copy	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> £50	optional extra (CD-ROM included in Del. Fee)
<b>Total Payment due: (VAT not applicable)</b>	<b>£ n/a</b>	<b>£ n/a</b>	<b>£ £0</b>	Date of Payment: _____

Payment Options: (Receipts will be issued at Conference Check-in) Any special notes: \_\_\_\_\_  
 **A) By Direct Bank Transfer into the following account in pounds sterling:** (please add on and pay all Bank Charges)  
 Bank Name & Address: HSBC, 33 Park Row, Leeds LS1 1LD, UK. Branch Code: 40-27-15. Account No. 4382 6597. Account Name: ISBA Conference  
 For International Bank Account Transfers: IBAN: GB06MIDL40271543826597 Branch ID: MIDLGB2105B (All Bank charges are payable by you)  
 Please fax a copy of the bank deposit / transfer slip with your Registration Form to +44 1423 870025 or post a copy to the Secretariat at the address below.  
 **B) By Cheque in pounds sterling - payable to "ISBA Conference"** - posted with this form to the Conference Secretariat at the address below.  
 Invoices will be issued only in response to your Organisation's Purchase Order signed by a duly authorised officer, with fees depending upon date of payment.  
 **C) By Credit Card in pounds sterling** (Note: You can also pay on-line via PayPal - either in pounds sterling or the equivalent in your own currency)  
 Card Type: Visa / MasterCard / Amex only Card Number: \_\_\_\_\_ Expiry Date:- \_\_\_\_\_ Security Code:- \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Address of Cardholder: (if not as above) \_\_\_\_\_

**SPECIAL NOTES AND CONDITIONS:**  
 1 All fees are payable by bank transfer, cheque or credit card before arrival at the Conference. Reduced fees apply as at date of payment only.  
 2 Student Fees and Subscription Rates apply only to non-salaried undergraduate and post-graduate students or equivalent. Staff certification is required.  
 3 Cancellations received in writing by 30th September 2004 will be refunded for all payments received less a 10 % administration charge.  
 4 No refunds will be made after 30th September 2004, but substitutions may be made in writing without penalty up to 22nd October 2004.  
 5 Any Delegates arriving at the Conference without full payment having been received will have to pay the due fees in cash (EGBP) at the Check-in Desk.  
 6 The Organisers reserve the right to make any necessary changes and accept no liability howsoever arising from Conference booking or attendance.  
 I have read, understood and agreed to the general conditions and policies outlined on this Registration Form and on the Conference Web Site.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit on-line or, if not possible, print out and complete the form then fax or send the original by post. Please keep a copy to show at Conference Check-in.  
**SUBMISSION OF THIS FORM ON-LINE OR BY FAX OR POST CONFIRMS YOUR AGREEMENT TO THE CONDITIONS AS SET OUT ABOVE**  
 Contact Details: ISBA Conference Secretariat 2004, Tel. No. +44 1423 879208 (2 lines) Email Address: registration@isba2004.org  
 P.O. Box 888, Dept R1, HARROGATE HG2 8UH, UK. Fax No. +44 1423 870025 Website: www.isba2004.org