



Institute for Small Business & Entrepreneurship  
30th Annual Conference - 7-9th November 2007

For Office Use

REGISTRATION FORM 2 (excluding accommodation)

Name & Address: (Mark boxes with X) (Please use one form per delegate and complete in CAPITALS using black ink.)  
 Mr.  Mrs.  Ms.  Dr.  Professor  Other.....

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Post/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ (If not in UK, include Country Code)

E-mail Address \_\_\_\_\_ Topics of interest: A, B, C, E, I, M, S, V, W. All. (Please circle)

Lunches needed:  Wednesday  Thursday  Friday (packed) Evening options:  Wednesday  Thursday

Diet/special needs  Name on Badge: \_\_\_\_\_

Accompanying Person: (For partners and colleagues NOT participating in the Conference Programme. Covers lunches, refreshments and exhibition only)

Mr.  Mrs.  Ms.  Dr.  Professor  Other.....

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Lunches needed:  Wednesday  Thursday  Friday (packed) Evening options:  Wednesday  Thursday

Diet/special needs  Name on Badge: \_\_\_\_\_

Registration & Payment Periods:	Enter 1, 2, etc in No. boxes for correct period.		Normal - paid by:		Late - paid after:	
	No.	No.	30th Sept.	No.	1st Oct.	
Full Delegate Fee: excluding evening events but including full Membership of ISBE for 2008			£395		£450	
Day Delegate Fee: for one daytime only (not for Presenters) Which day? .....			£225		£255	
Student Delegate Fee: excluding evening events; including Student Membership for 2008			£195		£225	
Developing Country Delegate Fee (Non-OECD) excludes evening events & membership			£195		£225	
Accompanying Person Fee (not in Conference): includes all lunches and refreshment breaks			£60		£70	
Welcome Reception Buffet: Wednesday evening - optional extra for all delegates & partners			£30		£35	
Gala Awards Dinner + wine: Thursday evening - optional extra for all delegates & partners			£40		£45	
<b>Total Payment due: (VAT not applicable)</b>			<b>£0</b>		<b>£0</b>	

Payment Options: (Receipts will be issued by e-mail on request.) Any special notes: \_\_\_\_\_

A) By Cheque in pounds sterling - payable to "ISBE Conference" - posted with this form to the Conference Secretariat at the address below.

B) By Direct Bank Transfer in pounds sterling: (please add on and pay all Bank Charges) Use this form if you need an Invoice.  
 Bank Name & Address: HSBC, 33 Park Row, Leeds LS1 1LD, UK. Branch Code: 40-27-15. Account No. 4382 6597. Account Name: ISBE 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.

C) By Credit Card (Visa or MasterCard only) - payable ONLY on-line via WorldPay. Click on [www.isbe2007.org/registrationform.htm](http://www.isbe2007.org/registrationform.htm)

D) By Purchase Order. Please send an official printed Purchase Order to the Conference Secretariat if you wish to be invoiced for the Registration Fees.  
 Purchase Orders must show fees at late rates payable by 20th October and NOT those applicable at date of registration. Early payment discount is allowed.

- SPECIAL NOTES AND CONDITIONS:**
- All fees are payable by cheque, bank transfer or credit card before acceptance of Registration. Reduced fees apply as at date of receipt of payment only.
  - Student Fees and subscription rates apply only to non-salaried undergraduate and post-graduate students or equivalent. Official certification is required.
  - Cancellations received in writing by 30th September 2007 will be refunded after the Conference for net payments received less 15% administration charge.
  - No cancellations will be permitted after 30th September 2007, but individual substitutions may be made in writing without penalty up to 26th October 2007.
  - Registrations received after 30th September 2007 will be subject to availability as space is limited. Please e-mail or telephone to check before registering.
  - Any registered Delegates who arrive at the Conference without full payment having been received must pay all fees in cash (£GBP) at the Check-in Desk.
  - The Organisers reserve the right to make any necessary changes to programmes and arrangements for the Conference. They will be posted on the website.
  - The Organisers will hold your contact details on a database and may send you details of similar events in future. Please tick here if you do not want this:
  - The Organisers Perlex Associates, the Host University and the Institute accept no liability howsoever arising from registering for or attending the Conference.
- 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 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: ISBE Conference Secretariat. Tel. No. +44 1423 879208 (2 lines) Email: registration@isbe2007.org  
 P.O. Box 888, Dept R1, HARROGATE HG2 8UH, UK. Fax No. +44 1423 870025 Website: www.isbe2007.org