

## Group Registration Form

Please return your completed group registration form by fax +44 (0) 870 442 9940  
 or by email [adi2012@mci-group.com](mailto:adi2012@mci-group.com)

Name of company:	
Contact name:	
Correspondence address:	
Telephone number:	
Fax number:	
Email:	
Group Co-ordinator details	Name: _____ Email: _____ Tel: _____
<b>Registration Fees</b> Please note registration fees vary on the date you register. Early bird deadline 12:00 noon GMT on 13 January 2012. Advanced deadline 02 March 2012. Please see below for various rates.	
Please confirm how many delegates are in your group booking and confirm the registration types.	Total number:
Full rate Early bird - £460 Advanced - £540	
Student registration ** (Reduced Registration) Early bird - £100 Advanced - £150	
Reduced registration *** Early bird - £100 Advanced - £150	
Carer / person with dementia registration * Early bird - £100 Advanced - £150	

Accompanying Persons Early bird - £100  Advanced - £125	
<b>One Day Registrations</b>	
1 Day full registration Early bird - £270  Advanced - £320	
1 Day reduced registration*** Early bird - £65  Advanced – £90	

\* Family carer rate applies to a non-professional carer.

\*\*\* The reduced rate applies to LAMIC Countries (Low and Middle Income Countries) as defined by the World Bank and are below:

\*\*\*\* The 1 day reduced rate applies to LAMIC Countries (Low and Middle Income Countries), People with dementia and carers.

**Low income countries**

Afghanistan, Bangladesh, Benin, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo, Dem. Rep, Eritrea, Ethiopia, Gambia The, Ghana, Guinea, Guinea-Bissau, Haiti, Kenya, Korea, Dem. Rep, Kyrgyz Republic, Lao PDR, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sierra Leone, Solomon Islands, Somalia, Tajikistan, Tanzania, Togo, Uganda, Zambia, Zimbabwe.

**Lower Middle income countries**

Angola, Armenia, Belize, Bhutan, Bolivia, Cameroon, Cape Verde, China, Congo Rep, Côte d'Ivoire, Djibouti, Ecuador, Egypt Arab Rep, El Salvador, Georgia, Guatemala, Guyana, Honduras, India, Indonesia, Iraq, Jordan, Kiribati, Kosovo, Lesotho, Maldives, Marshall Islands, Micronesia Fed Sts, Moldova, Mongolia, Morocco, Nicaragua, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Samoa, São Tomé and Príncipe, Senegal, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Thailand, Timor-Leste, Tonga, Tunisia, Turkmenistan, Tuvalu, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen Rep, Albania.

**Upper-Middle income countries**

Albania, Algeria, American Samoa, Antigua and Barbuda, Argentina, Azerbaijan, Belarus, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Fiji, Gabon, Grenada, Iran Islamic Rep, Jamaica, Kazakhstan, Lebanon, Libya, Lithuania, Macedonia FYR, Malaysia, Mauritius, Mayotte, Mexico, Montenegro, Namibia, Palau, Panama, Peru, Romania, Russian Federation, Serbia, Seychelles, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Turkey, Uruguay, Venezuela RB.

<b>Social Events</b>	
Please confirm how many welcome reception tickets you will require (free of charge)	
Please confirm how many conference dinner tickets you require at £65.00 per person.	

**Accommodation**

Please note that booking accommodation through us will allow you to take advantage of the discount offered to us. Enter the amount of rooms and which dates you would like.

**Aloft Hotel – 4\***

The Aloft London ExCeL has just recently opened and is attached to London ExCeL via a covered walkway. Rooms include spacious 9 foot ceilings; free Wi-Fi in all rooms, 42" LCD TV, walk in shower, safe and tea/coffee making facilities. The hotel facilities include a restaurant, bar, fitness centre and pool.

**Single occupancy £180.00**

**Double occupancy £190.00**

These prices are based on per room, per night and include all taxes and Aloft style breakfast.

	06 March	07 March	08 March	09 March	10 March
Single room					
Double room					

**Crown Plaza London Docklands – 4\***

Crowne Plaza London – Docklands, a contemporary 4 star hotel offering luxury accommodation in London's thriving Docklands area. The hotel is situated just a few minutes walk from the ExCel Exhibition Centre and close to Canary Wharf, London City Airport and the O2.

**Standard single occupancy £210.00**

**Standard double occupancy £220.00**

These prices are based on per room, per night and include all taxes and breakfast.

	06 March	07 March	08 March	09 March	10 March
Single room					
Double room					

**Park Plaza County Hall – 4\***

This wonderfully located, friendly 4 star deluxe hotel is situated in the heart of London's vibrant South Bank. All rooms are fully air-conditioned and feature a large work desk, plasma screen televisions and interactive entertainment systems with music and movies on demand. Other features include laptop safes, irons and ironing boards, hair dryers, tea and coffee making facilities and internet access.

**Standard single occupancy £209.00**

**Standard double occupancy £219.00**

These prices are based on per room, per night and include breakfast only.

	07 March	08 March	09 March	10 March
Single room				
Double room				

**Novotel London ExCeL – 4\***

The Novotel London ExCeL is a 4 star hotel and is one of the closest hotels to the ExCeL Exhibition Centre, and perfectly located for business in and around Docklands. Enjoy the views of scenic Victoria Dock from the Upper Deck Restaurant and bar.

**Standard single occupancy £209.00**

**Standard double occupancy £219.00**

These prices are based on per room per night and include VAT and breakfast.

	08 March	09 March	10 March
Single room			
Double room			

**Ramada London Docklands – 3 / 4\***

This 4 star Docklands hotel has a stunning waterfront position and offers supremely comfortable accommodation and superb cuisine with a welcoming atmosphere. For those who like to keep fit we also have a Fitness Room on the Ground Level with cardio machines. With air-conditioning throughout and treble-glazing, a restful night's sleep awaits at the Ramada Hotel and Suites in London Docklands.

**Standard single occupancy £170.00**

**Standard double occupancy £183.00**

These prices are based on per room per night and include VAT and breakfast.

	06 March	07 March	08 March	09 March	10 March
Single room					
Double room					

**Ibis London ExCeL Docklands – 2\***

The Ibis London Docklands is an economy London hotel overlooking the Royal Victoria Dock in London's Docklands area. Book the hotel for easy access to the ExCeL Exhibition Centre, just 150m from the hotel. The hotel has modern guest rooms, each with satellite TV and Wi-Fi. There is secure on-site parking and the hotel is less than 1km from London City Airport.

**Standard single/double occupancy £140.00**

This price is based on per room per night and includes VAT and breakfast.

	06 March	07 March	08 March	09 March	10 March
Standard room					

**The Custom House – basic 2\***

The Custom House Hotel, a 282 room and apartments hotel located just opposite the ExCeL Centre in the Docklands, provides you comfortable accommodation to meet all your requirements with in-house restaurants serving varied cuisines - a Chinese restaurant, a 5-star rated Café Custom House and an award winning Pub.

**Standard single room £135.00, standard double room £155.00**

**Superior single room £155.00, superior double room £170.00**

These prices are based on per room per night and include VAT and breakfast.

	06 March	07 March	08 March	09 March	10 March
Standard single					
Standard double					
Superior single					
Superior double					

**If you require rooms outside of the dates above please contact MCI UK.**

**Please be aware that if you register your group for the early bird rate and payment is not received by 12:00 noon GMT on 13 January 2012, you will be charged at the advanced registration rates for the whole group.**

## **Terms & Conditions**

### **Cancellation and Group Modification Policy**

Group bookings will be invoiced and paid on confirmation. No refunds will be provided after payment has been made, however modifications may be made free of charge at any point up till 03 February 2012. After this date modifications may be made up till 29 February 2012 with a handling fee of £25. After this date if you wish to make any modifications you must come to the registration desk on-site, a handling fee of £25 will be charged.

## **Payment**

Full payment should be received before the relevant deadline. To facilitate processing, participants should clearly indicate in all remittances their name, address and the purpose for which the payment is made. Either of the following means can be used for payment:

### **1. Credit Card**

Eurocard / MasterCard credit or debit cards and Visa cards will be accepted  
Please fill in your full credit card details on the form provided.

### **2. Bank Transfer**

Please use the following information for your bank transfer, in pounds (£), made payable to MCI UK Ltd. Please note: All costs have to be covered by the ordering customer and "free of charge for the receiver account" on all payments.

Natwest Bank  
Petersfield Branch  
4 High Street  
Petersfield  
Hampshire  
GU32 3JF  
UK

Account Name:	MCI UK Limited
Account Number:	80099505
Sort Code:	60-16-26
Swift Code:	NWBKGB2L
IBAN:	GB21NWBK60162680099505

Please indicate "Free of charge to the receiver account" on your payment.

**Bank transfers will not be accepted after 14 February 2012.**

## Credit Card Payment Form

Group Co-ordinator details	Name:
Group/Company name:	
Correspondence address:	
Telephone number:	
Email:	
Amount total:	£

<b>Card Number</b>		<b>Expiry Date</b>		
<b>Card in name of</b>			<b>Month</b>	<b>Year</b>
<b>Type of card</b>	VISA	MASTERCARD	<b>Security Code</b>	
	(delete as appropriate)			
<b>Cardholders Signature</b>			<b>Date</b>	

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Please note that your credit card statement will show that the payment has been taken  
by MCI UK Ltd.