

## ONE DAY REGISTRATION FORM

# The Institution of Engineering and Technology

Loughborough Antenna and Propagation Conference (LAPC) 2017  
13-14 November 2017, Burleigh Court Hotel, Loughborough University, UK  
[www.theiet.org/lapc](http://www.theiet.org/lapc)

### Submit your form by post to:

The IET  
Event Customer Services  
Michael Faraday House  
Six Hills Way  
Stevenage, Herts  
SG1 2AY, UK

Or by fax to: +44 (0)1438 765659

For all registration enquiries telephone:  
+44 (0)1438 765650 / 765657 or  
email: [events@theiet.org](mailto:events@theiet.org)

**1 INFORMATION SECURITY**  
For your security, please note  
we do not accept registrations  
containing credit/debit card  
information by email.

### Conditions of booking

#### Cancellation

Cancellation charges are as follows:

- 32 + days before event start date  
= Full refund
- 15-31 days before event start date  
= 50% of fee
- 0-14 days before event start date  
= No refund

Name substitutions are accepted at any time  
by fax or email. The IET reserves the right to  
cancel any event. In this case, the full fee will  
be refunded unless a mutually convenient  
transfer can be arranged.

#### Delegates with specific requirements

The IET aims to offer fully accessible events to  
all its delegates. Please help us to  
accommodate any individual requirements  
that you may have by attaching a note to the  
registration form. We will contact you to  
discuss this as necessary.

Ref: 16117 W/Order: F310291

#### Data protection

Information provided by you on this form will  
be processed by the Institution and its  
associated organisations for the purpose of  
organising your attendance at this event. It  
may also be used for the promotion of other  
IET products and services and contacting  
you for market research purposes. By  
providing us with your postal address, email  
address and telephone number you agree  
that we may contact you by these methods.  
You can change this preference at any time  
by either contacting us by post, following the  
link on a received email or amending your  
preferences if you have a MyIET online  
account.

IET Products and Services are enjoyed by  
our customers globally. However if you do  
not wish to receive notification of services  
which may be of interest and benefit to you  
please tick this box

UK Institution of Engineering and  
Technology VAT Reg No: 240 3420 16. The  
Institution of Engineering and Technology is  
registered as a Charity in England & Wales  
(no 211014) and Scotland (no SC038698).

**Bank transfers (BACS)** can be made to Barclays Bank Plc, UK Bank, 1 Churchill Place, London, E14 5HP. Account no: 50480606 Sort code: 20-65-82 IBAN GB53 BARC 2065 8250 4806 06. A copy of the Draft must accompany this form. Please note that foreign currency credit/debit card transactions will be processed in GBP Sterling and will appear on your statement as IET Event Services. Delegates must also be aware that the IET is not responsible for any gains or losses as a result of fluctuations in the exchange rate.

### Registration (Please complete in capitals)

Family name	Title (Mr, Mrs, Miss, Dr, etc)
First name	IET/IEEE Membership no.
Job title	Organisation
Company VAT Number:	
Address	
Town/City	Postcode
Country	
Telephone	Mobile
Email	

Do you have any dietary or other specific requirements?

### One day registration form. For use by non-authors only

Monday 13 November or  Tuesday 14 November

### One day conference registration (13 or 14 November 2017)

	Early bird fee (18 September 2017)		Standard fee (from 19 September 2017)	
Member	£250.00 (+ £50.00 VAT= £300.00)	<input type="checkbox"/>	£305.00 (+ £61.00 VAT= £366.00)	<input type="checkbox"/>
Non-member	£295.00 (+ £59.00 VAT= £354.00)	<input type="checkbox"/>	£345.00 (+ £69.00 VAT= £414.00)	<input type="checkbox"/>
Student ‡	£195.00 (+ £39.00 VAT= £234.00)	<input type="checkbox"/>	£235.00 (+ £47.00 VAT= £282.00)	<input type="checkbox"/>
Retired	£195.00 (+ £39.00 VAT= £234.00)	<input type="checkbox"/>	£235.00 (+ £47.00 VAT= £282.00)	<input type="checkbox"/>
Dinner ticket guest	£30.00 (+ £6.00 VAT= £36.00)	<input type="checkbox"/>		

Total remittance

Please indicate if you will be attending the dinner on 13th November

‡ All students must have their applications endorsed by their Professor or Head of Department  
Registration fee for both the 13th and 14th includes the dinner on 13th November.

**Please note these fees include dinner but DO NOT include accommodation. Please see the conference website for details of how to book. [www.theiet.org/lapc](http://www.theiet.org/lapc)**

### Payment details

Payment must accompany this registration form. Registration will only be confirmed upon receipt of full payment by card, cheque or BACS. If paying by BACS, please ensure that a completed registration form is submitted to the address above and that your payment quotes the delegate name. **PLEASE NOTE: Payment via Purchase Order is not accepted.**

Please indicate the method of payment Cheque  Credit/Debit card  BACS

Payment amount Currency Cheques should be made payable to "IET"

Your name as it appears on the credit card/debit card

Please debit my (tick box as appropriate)

Visa  Visa Debit  Master Card  American Express

Credit card number

Expiry date (MM/YY)   /   3 or 4 digit security code

Card holder's billing address (if different from above)

Street address Town/City

Postcode Country

Card holder's phone number<sup>1</sup> Card holder's email<sup>2</sup>

<sup>1</sup> The card holder's phone number and email are needed in case of queries processing the payment.

<sup>2</sup> The card holder's email address will be used to send a payment confirmation.