Submit this form by email to events@theiet.org

ℹ️ For all registration enquiries
telephone: +44 (0)1438 765 650
Or email events@theiet.org

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 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 including details on this form.

Ref: 17011   W/Order: PF74042

Data protection

II understand and consent to the information provided on this form being processed by the Institution of Engineering and Technology ("**IET**") for its sole use and that of its associated organisations for the purpose of delivering and improving my experience in relation of this (Responsible AI Series) event.
The IET will use the information you provide in this form in accordance with our Events Privacy Policy. The information you provide will be treated in the strictest confidence and only used in connection with your event booking.
If you have provided dietary information in relation to your booking, this will be shared with the catering company associated with this event.
Hear about other IET events:
☐ Yes, I want to receive information, news and details of events, products and services that will support my professional journey and hear about the IET and its activities generally.
You can change this preference at any time by either contacting us by post or by following the link on a received communication.
Sponsors
Our sponsors would like to send you information about similar content as well as information of products, services, and other offerings. All information processed by our sponsors will be in line with their own privacy policies and this consent can be withdrawn at any time, by emailing us at ietconferences@theiet.org.
If you would like to receive this information, then please tick this box
☐

Our current list of sponsors for this event can be found at (ai-systems.theiet.org)

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

Registration details *(Please complete in capitals)*

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

If you are paying for attendance personally and the receipt is to be addressed to you, please provide your address (PLEASE PRINT):

Postcode:

Please let us know if you have any specific requirements

What is your gender?
Male ☐   Female ☐   Other (please specify)

Prefer not to say ☐

Conference registration *16 November—07 December 2021*

Member	£20.00 (+ £4.00 VAT= £24.00)	☐
Non-member	£40.00 (+ £8.00 VAT= £48.00)	☐

Payment details

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 email address above along with a copy of the draft and that your payment quotes Ref 17011 and the delegate name. PLEASE NOTE: If you wish to pay via purchase order, please contact us.

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

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

If paying by credit / debit card please insert details below and our customer services team will get in contact with you to process the payment via telephone

Select payment method (tick box as appropriate)
Visa ☐   Visa Debit ☐   Master Card ☐   American Express ☐

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

Street address	Town/City
Postcode	Country
Card holder's phone number	Card holder's email

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. 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 or PPL Savoy Place. 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.