



**Delegate Registration Form  
2012 EOA Awards**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Booking requirements**

Please indicate the type and number of delegate places you would like to book:

Number of tables: \_\_\_\_\_ @ £1,950 per table of ten excl. VAT

Number of individual places: \_\_\_\_\_ @ £195 per place excl. VAT

*\*I am an EOA/NOA member and would like to apply for my 10% discount on the table / place booking fee*

**Payment Methods**

Cheque: Cheque enclosed for € \_\_\_\_\_

***\*please make cheques payable to The OUT Group***

BACS: The OUT Group  
Natwest Account No: 7452 9706  
Sort code: 60-23-05  
VAT Reg No: 863439892  
IBAN - GB62 NWBK 6023 0574 5297 06  
BIC - NWBK GB 2L

Invoice: Amount to be invoiced € \_\_\_\_\_

PO Number (if required): \_\_\_\_\_

Billing address (if different from above):  
\_\_\_\_\_

***Please note that payment must be received 2 weeks in advance of the event to gain entrance***

## Delegate list for EOA Summit & Awards

If you are unable to provide the list of attendees upon booking, please send this to [admin@noa.co.uk](mailto:admin@noa.co.uk) by **Wednesday 30<sup>th</sup> May 2012**.

Name	Company Name	Job Title	Email address	Telephone Number

### Cancellation Policy

Substitute guests are always welcome at no extra charge; please advise us in writing by emailing [admin@noa.co.uk](mailto:admin@noa.co.uk).

Alternatively, if you confirm your cancellation in writing before Friday 20<sup>th</sup> April 2012 you will receive a prompt refund (less a 15% administration charge). We regret that no refunds can be made or invoices cancelled after this time and the full rate will be payable.

### Data Protection – Email

The European Outsourcing Association, share selected information about you with our sister companies within the EOA Group, who may contact you about related products or services. If you DO NOT wish to receive information by certain media please select the appropriate box(es) below.

Mail  Fax  Telephone

### Special Dietary Requirements

Please advise us in advance if your guests have any special dietary requirements. Please email [admin@noa.co.uk](mailto:admin@noa.co.uk) or call us on +44(0) 207 292 8686.

### Accommodation

For information on preferential rates at hotels in London please contact the EOA team directly.

### Please return this form to:

Stephanie Hamilton  
Email: [admin@noa.co.uk](mailto:admin@noa.co.uk)

Please post cheques (made payable to The OUT Group) to:  
EOA Summit & Awards  
44 Wardour Street  
London  
W1D 6QZ

If you have any queries please call Stephanie Hamilton on **+44(0) 207 292 8686**.