# IP Week Dinner 2011

18.45 – 00.00,Wednesday 23 February 2011
The Great Room, Grosvenor House Hotel, London, UK

The IP Week Dinner takes place during IP Week running from 21 - 23 February 2011 in London.
The IP Week Brochure will be distributed with the Petroleum Review later in the year.

For more information contact Vickie Naidu t: +44 (0)20 7467 7179
e: vnaidu@energyinst.org.uk

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BOOKING FORM: Please send the completed form to Vickie Naidu, Energy Institute, 61 New Cavendish Street, London, W1G 7AR, UK
t: +44 (0)20 7467 7179 f: +44 (0)20 7580 2230 e: vnaidu@energyinst.org.uk

Title:..... Forename: ..... Surname: .....

Company:..... Address: .....

.....Postcode: .....Country:.....

e: ..... t: ..... f: .....

I wish to order.....ticket(s) @ £235.00 (inc VAT at 17.5%) each Total £.....

I will pay the total amount by: Sterling Cheque or Draft on a bank in the UK, and I enclose my remittance, made payable to the Energy Institute, for £.....

Visa MasterCard Euro Card Diners Club Amex (please circle)

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Valid from: ☐☐☐☐ Expiry: ☐☐☐☐ ☐☐☐|☐

Please enter your 3/4*-digit security code here. This will be deleted upon authorisation.* Amex card holders

Credit card holder's name and address (if different from above): Forename: ..... Surname:.....

Billing Address: .....

.....

Postcode:..... Country: .....

Signature: ..... Date:.....

TERMS AND CONDITIONS

a) All tables seat 10–12. Purchasers of less than 10 tickets may be seated with other guests.

b) Ticket purchasers wishing to share tables with named individuals or companies must state this when completing the application form, as changes cannot be made after tickets have been allocated.

c) Applications should be made by completing this form and sending it to Energy Institute (EI), with the full remittance including VAT. Table allocation will be considered on a first-come, first-served basis.

d) The cost of one ticket is £200.00 plus VAT at £35.00 (17.5% rate). VAT is payable by all UK and overseas purchasers. No additional charges will be incurred for credit card payments. Full payment must be received before tickets can be guaranteed. All tickets are the same price, whether or not you and your guests are EI Members.

e) Upon the EI receiving your booking form(by fax, post or email) you become liable for full payment of the fee and you undertake to adhere to these terms and conditions.

f) Tickets for tables will be mailed in January 2011. If you have not received your tickets 7 days prior to the the event please contact Vickie Naidu t: +44 (0)20 7467 7179 e: vnaidu@energyinst.org.uk Please note that the EI may be unable tomeet requirements in full, andwe suggest therefore that you do not invite guests until you have received confirmation of your booking.

g) If you cancel your order after it has been processed, a refund less a 20% administration charge of the total monies paid will be made provided that notice of cancellation is received in writing before 17 January 2011. No refunds will be paid or invoices cancelled after this date.

h) Successful applicants should submit their guests' names, in writing, to the EI by 28 January 2011 at the latest. Name changes or additions submitted after this date cannot be included in the printed guest list. Further information regarding the guest list will be provided with the tickets.

i) Special dietary requirements will be accommodated if the Grosvenor House Hotel is notified by 28 January 2011. An additional charge will be levied by the venue to delegates requesting a specialmeal on the day.

j) Dress is black tie with decorations. Please adhere to the dress code.

k) The EI and the Grosvenor House reserve the right to refuse admission. Admission is strictly by ticket only.

DATA PROTECTION ACT

The EI will hold your personal data on its computer database. This information may be accessed, retrieved and used by the EI and its associates for normal administrative purposes. If you are based outside the European Economic Area (the 'EEA'), information about youmay be transferred outside the EEA. The EI may also periodically send you information on membership, training courses, events, conferences and publications inwhich youmay be interested. If you do not wish to receive such information, please tick this box ☐

The EI would also like to share your personal information with carefully selected third parties in order to provide youwith information on other events and benefits that may be of interest to you. Your data may be managed by a third party in the capacity of a list processor only and the data owner will at all times be the EI. If you are happy for your details to be used in this way, please tick this box ☐

Photocopies of this form are acceptable

www.energyinst.org.uk/ipweek