

## BOOKING FORM 2024

### 1. Delegate Details

For Rover\* tickets, please complete Section 1 for 1st delegate and sections 5-6 overleaf for 2nd & 3rd delegates.

Title <small>(Mr/Mrs/Ms/Dr/Prof)</small>	First Name <small>(Names to be used on the conference badge)</small>	Last Name	
Gender	Organisation		
Job Title			
Address			
Post Code		Country	
Tel + <small>(For telephone numbers, please include country and area code with no spaces e.g. +441564793552)</small>			
Email			
Have you attended the Conference before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you an AET Member? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your role at the Conference this year? <small>(Please tick ALL relevant roles)</small>			
Delegate <input type="checkbox"/>	Speaker <input type="checkbox"/>	Chair <input type="checkbox"/>	Steward <input type="checkbox"/> AET Member <input type="checkbox"/>
Day Attending (If Rover* ticket, Delegate #1 only) Wednesday <input type="checkbox"/>		Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>

### 2. Delegate Fees: 3 day attendance only – Pay in either GBP or Euro (Please 'X' as appropriate)

AET or ECTRI Members	Single Day		2 Days		3 days/Rover	
	GBP	Euro	GBP	Euro	GBP	Euro
- Individual Member	£315	€360	£625	€710	£835	€950
- Organisation Member	£305	€350	£605	€690	£800	€910
<b>Non-Members</b>	£360	€410	£705	€805	£980	€1,120
<b>Full time Students (3-day attendance only)</b>					£120	€140

#### Discounts:

Check our [website](#) to see if your country qualifies for a GDP related discount: **A.** 50%  **B.** 25%

Young Professionals (See terms 6): 50% discount  Date of Birth

**Pre-Conference Drinks, University of Antwerp:** 1830-2000hrs, Tues 17 September. Free

**Civic Reception at Het Steen (Limited Numbers):** 1900-2000hrs, Wednesday 18 September. Free

**Conference Dinner at the Horta:** 1945-2215hrs, Thursday 19 September. £72  €82

Dietary restrictions must be notified to [sabrina.winter@aetransport.org](mailto:sabrina.winter@aetransport.org) by 15 August

**Register your interest for technical visits**

### 3. Method of Payment (Please 'X' as appropriate)

Bank Transfer  (See BACS payment details opposite) Card Payment  (See telephone details opposite)  
Please do not instruct your bank to transfer payment until you receive our invoice.

#### Invoice Details

Purchase Order #  \*VAT #

Title  First Name  Last Name

(Mr/Mrs/Ms/Dr/Prof)

Organisation

Job Title

Address

Post Code  Country

Tel +

(For telephone numbers, please include country and area code with no spaces e.g. +441564793552)

Email

### 4. Signature of Authorisation – I have read and accepted the Terms and Conditions

Signature  Date

Name  Position

### Terms & Conditions

- VAT is applicable at 20% and a VAT invoice or receipt will be sent to delegates for all bookings.
- The early booking fee is valid until Friday 28 June 2024.
- Cancellation – to avoid penalties, any cancellations and details of changes must be received in writing. Cancellations received in writing before Friday 30 August 2024 will be subject to an administration fee of £75 + VAT or €90 + VAT. Cancellation or non-participation after this date will be liable for the total amount.
- All attendees must complete the booking form and pay an attendance fee.
- Payment must be received within 30 days of invoice date or before commencement of event, whichever is soonest.
- Please check on our [website](#) to see if your country qualifies for a discount. Young professionals under 26 or with less than 5 years' experience qualify for a 50% discount on attendance.
- These fees are GBP based. AET reserves the right to a pricing adjustment if there are significant changes in the exchange rate.
- Conference details are subject to unforeseen change and the Association reserves the right to change the content of the programme and speakers without prior notification.
- For GDPR, please refer to the privacy policy on the AET website.
- If you have chosen to pay by credit card, we will arrange to contact you to obtain your card details so please provide us with a telephone number.
- AET reserves the right to use any photograph or video taken at the conference and related events. Please inform us in writing if you do not wish your image to be used in AET publications.
- Rover\* tickets allow organisations to book for the full 3 days and send different delegates on separate days.

### Payment Details

#### BACS Payments can be made in:

#### Sterling to -

Training for Transportation Professionals

Sort Code: 30 98 26

Account number: 33308268

IBAN: GB42LOYD30982633308268

BIC: LOYDGB21093

#### Euro to -

Training for Transportation Professionals Ltd

Sort Code: 30 98 26

Account number: 86451784

IBAN: GB35LOYD30982686451784

BIC: LOYDGB21093

#### For Card Payments, please call:

+44 (0) 15 64 793552 (option 3)

**Please note that we no longer accept payments by cheque.**

All fees shown are subject to VAT at 20%. Please add this to any payments.

**Please email your completed form to:**

[finance@aetransport.org](mailto:finance@aetransport.org)



## BOOKING FORM 2024

### Rover Tickets Only - 2nd & 3rd Delegates' Details

Rover tickets allow organisations to book for the full 3 days and send a different delegate on each day. Rover ticket delegates should complete sections 1-4 overleaf plus sections 5-6 below.

**Please do not use the section below for attendees who are not using the Rover facility. If multiple delegates from your organisation are each attending the full 3 days, you should complete a separate form for each delegate, using sections 1-4.**

#### 5. Rover Delegate Number 2 Details

Title (Mr/Mrs/Ms/Dr/Prof)	First Name (Names to be used on the conference badge)	Last Name	
Gender	Organisation		
Job Title			
Address			
Post Code		Country	
Tel + (For telephone numbers, please include country and area code with no spaces e.g. +441564793552)			
Email			
Have you attended the Conference before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you an AET Member? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your role at the Conference this year? (Please tick ALL relevant roles)			
Delegate <input type="checkbox"/>	Speaker <input type="checkbox"/>	Chair <input type="checkbox"/>	Steward <input type="checkbox"/> AET Member <input type="checkbox"/>
Day Attending (If Rover* ticket, Delegate #1 only) Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>			

#### 6. Rover Delegate Number 3 Details

Title (Mr/Mrs/Ms/Dr/Prof)	First Name (Names to be used on the conference badge)	Last Name	
Gender	Organisation		
Job Title			
Address			
Post Code		Country	
Tel + (For telephone numbers, please include country and area code with no spaces e.g. +441564793552)			
Email			
Have you attended the Conference before? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you an AET Member? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your role at the Conference this year? (Please tick ALL relevant roles)			
Delegate <input type="checkbox"/>	Speaker <input type="checkbox"/>	Chair <input type="checkbox"/>	Steward <input type="checkbox"/> AET Member <input type="checkbox"/>
Day Attending (If Rover* ticket, Delegate #1 only) Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/>			

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#### Payment Details

**BACS Payments can be made in:**

**Sterling to -**

Training for Transportation Professionals

Sort Code: 30 98 26

Account number: 33308268

IBAN: GB42LOYD30982633308268

BIC: LOYDGB21093

**Euro to -**

Training for Transportation Professionals Ltd

Sort Code: 30 98 26

Account number: 86451784

IBAN: GB35LOYD30982686451784

BIC: LOYDGB21093

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