



and IBC Legal Conferences are proud to present the 2nd annual

# FIDIC Middle East Contract Users' Conference

*The essential guide for successfully utilising the FIDIC suite of contracts and effectively resolving disputes in the Middle East*

23rd & 24th February 2011 • Intercontinental Abu Dhabi, Abu Dhabi, United Arab Emirates

Register by 27th January 2011 to save up to **£400!**

Don't miss this must-attend event for the Middle Eastern FIDIC contract users, so you can:

- Select the most **appropriate FIDIC form** for your project with an examination of the variances including **risk allocation**
- Get to grips with **recent changes to the FIDIC suite of contract documents** by discussing the **amendments** directly with those responsible for **making these changes**
- Ensure your projects run on time and within budget by examining the **role of the engineer** and project manager in FIDIC projects
- **Resolve disputes** as quickly and cost-effectively as possible with an update on the latest experiences of dispute resolution in the **Middle East**
- Understand **Claims under FIDIC contracts** and the latest developments in presenting and pursuing a claim
- Also NEW for 2011! Don't miss the two **pre-event workshops: Advanced Dispute Resolution Strategies** and **Dispute Boards: Dispute Boards: Using them to Make Projects Successful**

## Your registration includes copies of:

- FIDIC Construction Subcontract 2nd Edition 2010
- 2010 Version, FIDIC MDB Harmonised Construction Contract

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## Your Speaker Faculty 2011:

- **PHILIP JENKINSON**, *Atkins, Chair, FIDIC Contracts Committee* (UK)
- **CHRISTOPH THEUNE**, *Member, FIDIC Contracts Committee, PÖYRY ENVIRONMENT GmbH* (Germany)
- **AISHA NADAR**, *Member, FIDIC Updates Task Group* (UK)
- **DR DONALD CHARRETT**, *Barrister, Arbitrator, Mediator, MTECC* (Australia)
- **ZOLTÁN ZÁHONYI**, *Member, FIDIC Updates Task Group* (Hungary)
- **GWYN OWEN**, *Consultant, ECV; FIDIC Adjudicator; Member, Dispute Resolution Board Foundation* (UK)
- **SVEND POULSEN**, *Project Director, Atkins; Chair, FIDIC Updates Task Group* (Denmark)
- **ELLIS BAKER**, *Partner, White & Case* (UK)
- **JAN ZIEPKE**, *Member, FIDIC Updates Task Group*
- **TOM WILSON**, *Partner, Kilpatrick Townsend* (UAE)
- **SAMI AHMAD FURUQI**, *Operations, Policy & Procurement, Islamic Development Bank* (Saudi Arabia)
- **DR CYRIL CHERN**, *Barrister; Member, FIDIC Assessment Panel for Adjudicators; Dispute Board Federation* (Switzerland), *FIDIC Adjudicator* (UK)
- **DR AHMED FATHY WALY**, *Managing Partner, Waly Arbitrators & Contract Administration Firm* (Egypt)
- **DR NABIL ABBAS**, *General Manager, Abbas Architects & Construction Consultants* (Saudi Arabia)
- **AXEL JAEGER**, *Former-Chair, FIDIC Contracts Committee; FIDIC Adjudicator* (Germany)
- **WILLIAM GODWIN**, *Barrister; Member, CIETEC Foreign Arbitrators' Panel* (UK)
- **ENG. DR KAMAL MALAS**, *Chairman, Takamol Consulting* (Syria)
- **CHRISTOPHER SEPPALA**, *Legal Advisor, FIDIC Contracts Committee* (France) *Partner, White & Case* (Paris)
- **DR SEBASTIAN HOEK**, *Partner, Hoek, Steiglmeier & Kollegen; FIDIC Adjudicator* (Germany)
- **FAWZI ABU MOGHLI**, *Arabtech Jardaneh Group* (Jordan)
- **ROBIN SCHONFELD**, *SMEC International* (Australia); *Member, FIDIC Updates Task Group*
- **DR MUNTER SAKET**, *Contracts Consultant, Allied Planning & Engineering Corporation* (Jordan)
- **FRANK LEECH**, *Projects Director, Taisei Corporation* (Abu Dhabi)
- **MICHAEL TURRINI**, *Partner, White & Case* (Abu Dhabi)
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- **ENG. WALEED AL MEGDALI** (Jordan)
- **CRAIG SHEPPERD**, *Partner, Dispute Resolution, Herbert Smith* (United Arab Emirates)
- **JANE DAVIES EVANS**, *Counsel, Freshfields Bruckhaus Deringer* (Paris, France and Abu Dhabi, United Arab Emirates)
- **JOSEPH HUSE**, *Partner, Freshfields Bruckhaus Deringer* (United Arab Emirates)

"Excellent forum to hear the views and experiences of the FIDIC end users"  
(P. Winter, Middle East Dredging Co)

# FIDIC Middle East Contract Users'

Intercontinental Abu Dhabi, Abu Dhabi, United Arab Emirates • 23rd & 24th February 2011

## CONFERENCE DAY ONE

09:00 Registration & Coffee

09:30 Chairman's Opening Remarks

**Philip Jenkinson, ATKINS Plc;**  
*Chair, FIDIC Contracts Committee*

09:45 **Introduction to FIDIC Contracts**

*A review of how FIDIC's major works contracts have become widely used industry standards in the mid-east with many government authorities adopting the contracts.*

**Christoph Theune, Member**  
**FIDIC Contracts Committee,**  
**PÖYRY ENVIRONMENT GmbH (Germany)**

10:30 **Updates to the FIDIC Contracts**

*Participate in an exclusive insight into the latest developments to updates of the FIDIC suite of major works contracts planned for publication in 2011. Major issues under discussion include:*

- The Engineer's role
- The specification of design requirements
- The Contractor's proposal
- Requirements for the Contractor's programme
- Advance warning
- Exceptional risks
- Communications and manuals
- Strategies for forming a DAB and reinforcing its role

**Aisha Nadar**  
*Member, FIDIC UPDATES TASK GROUP*

**Jan Ziepke**  
*Member, FIDIC UPDATES TASK GROUP*

11:15 Coffee Break & Networking

11:45 **MDB Harmonised Construction Contract**

*A new version of the Multilateral Development Bank Harmonised Construction Contract was released in June 2010. Attend this special session to analyse the impact of:*

- Updated financial requirements
- New and strengthened social provisions
- Adjustments to reduce the contractor's risk
- Revised arbitration provisions

Moderator:  
**Donald Charrett**  
**MTEC (Melbourne, Australia)**

Panel speakers:  
**Sami Ahmad Furuqi**  
*Operations, Policy & Procurement,*  
**ISLAMIC DEVELOPMENT BANK (Saudi Arabia)**

**Dr. Ahmed Fathy Waly**  
*Managing Partner,*  
**WALY ARBITRATORS AND CONTRACT ADMINISTRATION FIRM**  
**(Egypt)**

12:30 Networking Lunch

13:45 **FIDIC Construction Contract - Latest Experience**

*This special panel session will review users' experience with particular conditions to the FIDIC Construction Contract that have been developed in several key infrastructure sectors that are major users of the contract. Special attention will be given to key issues including:*

- Notices for the extension of the time for completion
- The Employer's duty to make available all relevant data
- Employer's duty regarding the supply of data past the base date

Moderator:  
**Gwyn Owen, Consultant, ECV;**  
**FIDIC Adjudicator, Member, DISPUTE RESOLUTION BOARD**  
**FOUNDATION**

Panel speakers:  
**Dr. Nabil Abbas, General Manager**  
**ABBAS ARCHITECTS ND CONSTRUCTION CONSULTANTS**  
**(Saudi Arabia)**

**Eng. Dr. Kamal Malas, Chairman**  
**TAKAMOL CONSULTING (Syria)**

14:30 **Understanding the New Construction Subcontract**

*The new FIDIC Construction Subcontract that has been published for use with the FIDIC Construction Contract, both the 1999 Edition and the MDB Harmonised Edition. A special feature will be a final report on key features of the subcontract, notably:*

- Back-to-back provisions
- Subcontractors programme
- Defects notification period
- Options for Clause 20 claims and disputes
- Possible extension to a new subcontract for the FIDIC Plant and Design-Build Contract

**Zoltán Záhonyi, Member**  
**FIDIC UPDATES TASK GROUP (Hungary)**

**Christopher Seppala, Legal Advisor, FIDIC CONTRACTS COMMITTEE**  
**(France) Partner, WHITE & CASE (Paris)**

15:15 Networking Break & Refreshments

15:45 **Plant & Design Build Contract – Recent Experience**

*Building upon the Construction Contract session, this panel session will review users' experience with particular conditions to the FIDIC Plant and Design-Build Contract for key issues such as:*

- Measurement and evaluation if parts of the works under lump-sum conditions are to be re-measured
- The technical demands for tests on and after completion
- Challenges in establishing a programme
- Performance certificate liability in accordance with the governing law

Moderator:  
**Zoltán Záhonyi, Member**  
**FIDIC UPDATES TASK GROUP (Hungary)**

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## Gain up to 17 SRA hours!

17 hours (both conference days & both workshops)

14 hours (both conference days & 1 workshop)

11 hours (both conference days)

**"Well done! The event should be followed by everyone who needs the essential review of the latest developments in FIDIC contracts delivered by international FIDIC experts"**

V Zakiyya, PT Pertamina

Panel speakers:

**Simon Worley, Director  
EIA (UK)**

**Fawzi Abu Moghli  
ARABTECH JARDANEH GROUP (Jordan)**

16:30 Final Questions

16:45 Close of Day 1

## CONFERENCE DAY TWO

09:00 Morning Coffee

09:30 Introduction to Day 2

### 09:45 Claims under FIDIC Contracts

*Developments in presenting and pursuing a claim under a FIDIC contract with particular reference to:*

- Time bars
- Documentation –compliance with applicable laws
- Effect of delay damages on an extension of time
- Effect of works not being ready for testing
- Considerations concerning removal of items from the site
- Expectations of the Dispute Adjudication Board

Moderator:

**Robin Schonfeld,  
SMEC INTERNATIONAL (Australia);  
Member; FIDIC UPDATES TASK GROUP**

Panel speakers:

**Dr. Munther Saket, Contracts Consultant  
ALLIED PLANNING & ENGINEERING CORPORATION (Jordan)**

**Frank Leech, Projects Director  
TAISEI CORPORATION (Abu Dhabi)**

**Prof. Dr. Mohamed Badran  
International Arbitrator and Lawyer, Professor of Public Law**

10:30 Networking Break

### 11:00 Redefining the Employer's Requirements

*The Employer's Requirements are crucial and must include all things that the Employer requires in respect of the execution and completion of the works, including the requirement as to the 'intended purpose'. Learn how the FIDIC Plant and Design-Build Contract calls for:*

- Obligations on the Employer and Contractor in respect of responsibility for the accuracy, sufficiency and completeness of the Employer's Requirements
- A changed risk allocation, for instance by increasing the extent of the carve-out in respect of liability for which the Contractor is not liable

- Offsetting by items such as notes on drawings or process diagrams indicating that the design is not fixed
- Clarification of the "intended purpose"

Moderator:

**Svend Poulsen, Project Director, ATKINS PLC (Denmark),  
Chair, FIDIC UPDATES TASK GROUP**

Panel speakers:

**Phillip Jenkinson  
UK, Chair, FIDIC CONTRACTS COMMITTEE**

**Sebastian Hoek, Partner, HOEK, STEIGLMEIER & KOLLEGEN;  
FIDIC Adjudicator (Germany)**

### 11:30 The New FIDIC Procurement Procedure Guide

*The new FIDIC Project Procurement Guide to be published in 2011 goes much beyond FIDIC Tendering Procedure by taking account not only of the publication of new FIDIC forms of contract but also of the introduction of novel approaches to project procurement. Review the best-practice procedures that ensure receiving responsive and competitive tenders so that contracts can be awarded which will deliver satisfactory results:*

- Role of initial and feasibility studies
- Defining a project strategy
- Working stepwise through the tendering processes,
- Sample documents for prequalification and instructions to tenderers
- Incorporating International Financing Institution mandatory provisions

**Philip Jenkinson, ATKINS Plc;  
Chair, FIDIC CONTRACTS COMMITTEE**

### 12:00 Recent Experience using the FIDIC DBO Contract

*A review of the main provisions of the FIDIC Design-Build-Operate Contract that combines design, construction and long-term operation and maintenance of a facility into a single contract awarded to a single contractor, with a focus on:*

- Special provisions for the "brown-field" scenerario
- Elements of the contract bearing upon future development of other FIDIC contracts

**Axel Jaeger, UK, Former Chair  
FIDIC CONTRACTS COMMITTEE;  
FIDIC Adjudicator**

12:45 Networking Lunch

### 14:00 FIDIC EPC/Turnkey Contract – Recent Experience

*A review of recent experience focusing on:*

- How additional payment and additional time are limited
- Performance-based contracts with project-specific obligations on the contractor to make the project bankable and to take account of specific lender requirements
- Multiple turnkey projects
- Design liability and front-end engineering design

**"Very good atmosphere facilitating the exchange of ideas with experts and construction professionals"**

D William, Fusion for Energy

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- Handling unforeseen ground conditions
- Imposing time related obligations backed up by liquidated damages
- The client's pre-completion control

Moderator:

**William Godwin, Barrister (UK); Member  
CIETEC FOREIGN ARBITRATORS' PANEL**

Panel Speakers:

**Joseph Huse, Partner, FRESHFIELDS BRUCKHAUS DERINGER  
(United Arab Emirates)**

**Craig Shepherd, Partner, Dispute Resolution, HERBERT SMITH  
(United Arab Emirates)**

#### 14:45 **Developments and Challenges of DAB Procedures**

*Dispute Adjudication Boards (DAB) are FIDIC's method for primary dispute resolution and have been made mandatory for the MDB Harmonised Construction Contract. The session will review recent developments in dispute adjudication:*

- Construction industry trends affecting disputes
- The role and functions of a DAB
- Cost savings and other benefits resulting from the introductions of DABs
- Recent examples of their successful use
- Perceived barriers
- Enforcement of DABs decisions by partial award

Moderator:

**Emhemmed Ghula  
SEWAN (Libya)**

Panel Speaker:

**Gwyn Owen, Consultant, ECV;  
FIDIC Adjudicator, Member, Dispute Resolution Board Foundation**

**William Goodwin, Barrister (UK); Member  
CIETEC FOREIGN ARBITRATORS' PANEL**

**Dr Cyril Chern, Barrister; Member, FIDIC Assessment Panel for  
Adjudicators; Dispute Board Federation (Switzerland), FIDIC  
Adjudicator (UK)**

**Jane Davies Evans, Counsel, FRESHFIELDS BRUCKHAUS  
DERINGER (Paris, France and Abu Dhabi, United Arab Emirates)**

#### 15:30 **Networking & Afternoon Refreshments**

#### 16:20 **Arbitration & Alternative Dispute Resolution**

*This session considers the opportunities for avoidance and early resolution of disputes under the FIDIC contract provisions. This is intended to equip the representatives and advisors of the Parties and the Engineer to make good choices in moving towards effective-and cost effect-resolution.*

- How disputes arise
- What constitutes a dispute
- Amicable settlement – what are the options
- Dispute resolution under FIDIC contracts in the Middle East making international arbitration work
- Obtaining assistance from the local courts to assist in the resolution of disputes and enforcement of awards

Moderator:

**Ellis Baker, Partner, Head of Construction Practice  
WHITE & CASE (UK)**

Panel Speakers:

**Essam Al Tamimi, Senior Partner  
AL TAMIMI AND CO  
(United Arab Emirates)**

**Eng. Waleed Al Megdadi  
(Jordan)**

**Michael Turrini, Partner, WHITE & CASE  
(United Arab Emirates)**

**Tom Wilson, Partner, KILPATRICK TOWNSEND  
(United Arab Emirates)**

#### 17:15 **Chairman's Closing Remarks & End of Conference**

##### **Last year's delegates said:**

*"An interesting and eye opener conference with regards the recent development of FIDIC forms of contract, and delegates experiences"*  
(R Hussain, EWAAN)

*"I appreciate the 'local flavour' of the event and the openness of the contract committee to explain the changes envisaged and listening for suggestions from the audience"*  
(O Valentina, AB Resolution)

*"I enjoyed talking to FIDIC drafters"*  
(F Moglie, Arabtech Jardaneh)

*"The wide range of attendees has been refreshing"*  
(A van den Broeke)

##### **Join a wide range of companies at the leading FIDIC Contract Users' forum for the ME region**

##### **Companies sending one or more attendees in 2010 included:**

- Kuwait Oil
  - MAN Enterprise
  - United Nations Relief and Works Agency
  - First Gulf Bank
  - Engineering Contracting Co
  - Abu Dhabi Municipality
  - Harinsa Constructing
  - Alabniah Precast Concrete Buildings Factory
  - Voltas
  - SK Engineering & Construction
  - Aedas
  - National Water Co, Saudi Arabia
  - Public Works Authority, Qatar
  - Arriyadh Development Authority
  - Bloom Emirates Properties
  - Gardiner & Theobald Fairway
  - Hamilton International
  - Degremont
  - AB Resolution
  - Mubarak Marine
  - Hadeif
  - Impresa Costruzioni Giuseppe Maltauro
  - Hill International
  - Al Futtaim Willis
  - Energy Central Co, Bahrain
  - Abu Dhabi Aircraft Technologies
  - Systech
  - Audex Fujairah
  - Descon Engineering Ltd
  - Middle East Dredging
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# FIDIC Middle East Contract Users' Conference

Intercontinental Abu Dhabi, Abu Dhabi, United Arab Emirates • 23rd & 24th February 2011

Dear Colleague,

Following the resounding success of our inaugural **FIDIC Middle East Contract Users' Conference** I am delighted to announce the second annual staging of this event on **23rd & 24th February 2011 in Abu Dhabi**.

If you attended the conference in February 2010 you will already know this was attended by **more than 170 delegates** from across Middle Eastern countries including, **UAE, Saudi Arabia, Qatar, Jordan, Egypt, Syria, Libya, Lebanon, Kuwait** and other regions, making this one of our most successful FIDIC Contract Users' event ever.

Early indications are that the programme we have the pleasure of enclosing today will once again attract considerable interest from delegates across the Middle East. So don't miss this opportunity to join your peers at the region's most talked about FIDIC meeting and benefit from up to the minute updates from the FIDIC task groups on:

- The **FIDIC suite of major works contracts** planned for the start of publication in 2011
- The **MDB Harmonised Construction Contract**
- The latest experience with the **FIDIC Construction Contract & new Construction Subcontract**
- The recent experience with the **Plant & Design Build, EPC/Turnkey and DBO Contracts**
- **Claims under FIDIC Contracts**
- **Employer's Requirements**
- The **New FIDIC Procurement Procedure Guide**
- **DAB procedures, arbitration and ADR**

FIDIC Middle East Contract Users' Conference is rapidly establishing itself as a must-attend on the diaries of **hundreds of contract users' across the Middle East**, so join us as well and be part of this exclusive event.

We look forward to seeing you there!

Best wishes

Peter Boswell  
FIDIC

Michele Costa  
IBC Legal

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- FIDIC is the international federation of national associations of consulting engineers. The members of each national association comply with FIDIC's code of ethics which calls for impartial advice, competence and fair competition
- Today FIDIC membership numbers 84 member associations from all parts of the globe and represents most of the independent practising engineers in the world
- FIDIC acts as a forum for the exchange of views and information and actively encourages the discussion of matters of mutual concern among member associations. FIDIC publishes best-practice guides as well as widely used and internationally recognised services agreements and works contracts
- FIDIC can be contacted by telephone on +41 (22) 799 4900, or visit the website at [www.fidic.org](http://www.fidic.org).

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## Plus! Don't Miss the Two Pre-Conference Workshops

### Advanced Dispute Resolution Strategies in the Middle East

**Workshop A - 22nd February 2011, Abu Dhabi (09:30 - 12:30)**

Take an in-depth look at the various dispute resolution tools on offer in this region and assess the pros and cons of each approach for your particular projects. Covering adjudication, mediation, international arbitration and DABs and how FIDIC related disputes can be resolved using these procedures, there will be a focus on the preference for conciliation and amicable settlement in the Middle East region and how the FIDIC contracts are attuned to this

#### Workshop leaders:

**Jane Davies-Evans, Counsel, FRESHFIELDS BRUCKHAUS DERINGER (Paris, France and Abu Dhabi, United Arab Emirates)**

**Erin Miller Rankin, Senior Associate, FRESHFIELDS BRUCKHAUS DERINGER (Dubai, United Arab Emirates)**

**Cameron Cuffe, Associate, FRESHFIELDS BRUCKHAUS DERINGER (Dubai, United Arab Emirates)**

**Elliot Friedman, Associate, FRESHFIELDS BRUCKHAUS DERINGER (New York, USA)**

Led by: **FRESHFIELDS BRUCKHAUS DERINGER**

### Dispute Boards: Using Them to Make Projects Successful

**Workshop B - 22nd February 2011, Abu Dhabi (14:00 - 17:00)**

Dispute Boards are gaining increasing acceptance on international projects largely due to their inclusion in FIDIC General Conditions of Contract for more than 10 years. The use of Dispute Boards promises projects that are free of the disruptions often caused by intractable adversarial disputes. They also present unique opportunities and challenges. With thoughtfully constituted Dispute Boards to whom claims and defenses are effectively presented, parties can gain strong advantages in the battles over major claims. Effective Dispute Boards and effective advocacy before them can make the difference between profit and loss, success and failure. In other cases, battles can be lost seemingly before they begin.

Kilpatrick Townsend experts will lead this interactive workshop and share their expertise on Dispute Boards, including:

- Selecting DB members
- Selecting and applying DB procedural rules
- Whether to use lawyers as DB members or as advocates before DBs
- Preparing and presenting effective claims and defenses quickly
- When (and when not) to accept an adverse DB
- Enforcement of DAB decisions

#### Workshop leaders:

**Randy Hafer, Senior Partner, KILPATRICK TOWNSEND (US)**

**Tom Wilson, Partner, KILPATRICK TOWNSEND (United Arab Emirates)**

Led by: **KILPATRICK TOWNSEND**

**"This was a great networking opportunity with the major players in the region, and it provided us all with a great amount of knowledge and information about FIDIC and all other related disciplines. Thank you very much"**

(K Abdelwahab Eisa, Savola Foods Co)

**How are you positioning your business, raising your industry profile or exploiting your firm's USPs in the current market?**

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# FIDIC Middle East Contract Users' Conference

Intercontinental Abu Dhabi, Abu Dhabi, United Arab Emirates • 23rd & 24th February 2011

## VIP CODE:

Please quote the above VIP code when registering

### WHEN AND WHERE

**KW8116** **Venue:** Intercontinental Abu Dhabi  
23rd & 24th February 2011  
PO Box 4171, Bainouna Street,  
Abu Dhabi, UAE  
Tel: +971-2-6666888  
Fax: +971-2-6669153

Delegates are responsible for the arrangement and payment of their own travel and accommodation. IBC has arranged a special room rate at a number of hotels. If you wish to book a room, please call Venue Search on +44 (0) 208 546 6166 or email: [beds@venuesearch.co.uk](mailto:beds@venuesearch.co.uk) stating that you are an IBC delegate.

### PERSONAL DETAILS

#### 1st Delegate Mr/Mrs/Ms

Job title \_\_\_\_\_ Department \_\_\_\_\_  
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#### 3rd Delegate Mr/Mrs/Ms

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#### Name of your Line Manager Mr/Mrs/Ms

Job title \_\_\_\_\_ Department \_\_\_\_\_  
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#### Booking Contact Mr/Mrs/Ms

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FIDIC Middle East Contract Users' 2011 - £295 + VAT (17.5%\*)

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### FIVE EASY WAYS TO REGISTER



#### Telephone:

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Please remember to quote  
KW8116



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#### Email:

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#### Web:

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Payment should be made within 14 days of registration. All registrations must be paid in advance of the event. Your VIP code is given above. If there is no VIP code, please quote KW8116

### HOW MUCH?

#### Register by 21st December 2010

Full Event	SAVE £500	<input type="checkbox"/> £1897
Conference + 1 Workshop A <input type="checkbox"/> B <input type="checkbox"/>	SAVE £300	<input type="checkbox"/> £1598
Conference Only	SAVE £200	<input type="checkbox"/> £1199
Workshop(s) only A <input type="checkbox"/> B <input type="checkbox"/>		<input type="checkbox"/> £499

#### Register by 27th January 2011

Full Event	SAVE £400	<input type="checkbox"/> £1997
Conference + 1 Workshop A <input type="checkbox"/> B <input type="checkbox"/>	SAVE £200	<input type="checkbox"/> £1698
Conference Only	SAVE £100	<input type="checkbox"/> £1299
Workshop(s) only A <input type="checkbox"/> B <input type="checkbox"/>		<input type="checkbox"/> £499

#### Register after 27th January 2011

Full Event	SAVE £300	<input type="checkbox"/> £2097
Conference + 1 Workshop A <input type="checkbox"/> B <input type="checkbox"/>	SAVE £100	<input type="checkbox"/> £1798
Conference Only		<input type="checkbox"/> £1399
Workshop(s) only A <input type="checkbox"/> B <input type="checkbox"/>		<input type="checkbox"/> £499

Savings include Early Booking Discounts. All additional discounts can only be applied at the time of registration and discounts cannot be combined. All discounts are subject to approval. Please note the conference fee does not include travel or hotel accommodation costs. **£200 discount for 3rd and subsequent delegates. \*Please note the VAT rate in the UK is due to rise to 20% on 4th January 2011.** The amount you are charged will be determined when your invoice is raised

### THREE EASY WAYS TO PAY

- Cheque. Enclosed is our cheque for £ ..... in favour of IIR Ltd.  
Please ensure that the Reference Code **KW8116** is written on the back of the cheque
- Credit Card. Please debit my:  VISA  AMEX  MASTERCARD  DINERS

Card No: \_\_\_\_\_ CVV Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

please note that credit cards will be debited within 7 days of your registration on to the conference

By Bank transfer: Full details of bank transfer options will be given with your invoice on registration.

**Incorrect Mailing** If you are receiving multiple mailings or you would like us to change any details or remove your name from our database, please contact the Database Manager at the above address, Tel +44 (0) 20 7017 7077, Fax +44 (0) 20 7017 7828 or email: [integrity@iirttd.co.uk](mailto:integrity@iirttd.co.uk) - quoting the reference number printed on the mailing label.

**Additional Requirements** Please notify Informa at least one month before the conference date if you have any additional requirements e.g. wheelchair access, large print etc.

**What happens if you have to cancel?** CANCELLATIONS confirmed in writing (letter or fax) more than two weeks before the event are subject to a service charge of 10% of the conference fee. Should you cancel one week before the event then the service charge rises to 50% of the conference fee. Regrettably, the full fees remain payable for cancellations received less than one week prior to the course. A substitute delegate is welcome at no extra charge.