



The Chartered Institute of Housing

# HOUSING 2010 CONFERENCE & EXHIBITION

22-24 June 2010

Harrogate International Centre



## Delegate Registration Form

### Booking Guidance

Please read this guidance before completing the registration form

You can book on line at [www.cihhousing.com](http://www.cihhousing.com) or complete the form overleaf and return to:

Public Sector Events Team  
Ocean Media Group  
Bank House  
23 Warwick Road  
Coventry CV1 2EW

Tel: 024 7657 1111  
Fax: 024 7657 1110

### Hotel accommodation - changes to delegate accommodation - **NEW FOR 2010!**

An on-line accommodation booking service has been launched this year. Now you can easily view all Harrogate and out of town hotels available at specially negotiated and guaranteed rates, select your hotel, process your booking and receive immediate on-line confirmation.

A link will be e-mailed to the person booking delegates / the e-mail address provided on the delegate registration form.

This year we are giving delegates the opportunity of choosing their preferred hotel, therefore the earlier you confirm your delegates place, the more choice you will receive!

Reservation Highway are the accommodation agents for the CIH 2010 Harrogate event.

### Bookings

1. Delegates can book one, two or three day packages.
2. If you are unsure whether your delegates are CIH members, please call the Institute on 024 7685 1700 or email [customer.services@cih.org](mailto:customer.services@cih.org) before returning your booking form to Ocean Media.
3. Delegate places cannot be shared.
4. Delegates cannot book for part of a day or a specific session.
5. Please provide personal email details of all delegates so they can be directly informed of any conference programme changes, updates and news to help them plan their visit.
6. Delegate names should be sent to Ocean Media by the latest 21 May 2010.
7. If you do not know which days your delegates will be attending conference when booking, please notify Ocean Media by 21 May 2010.
8. Delegate substitutions / name changes can be made at any time up until 14 June 2010 at no extra charge.
9. Delegates registering in Harrogate will be sent a copy of their booking form and an invoice, immediately following conference.

### Fees and payment

1. Delegate fees do not include accommodation or meals.
2. Fees will be invoiced and should be paid in full prior to the start of conference. Payment terms are 30 days for bookings received before 3 May 2010.
3. Registered delegates who do not attend conference will be liable for the full delegate fee.

### Cancellations and booking enquiries

1. Ocean Media requires written notification of all cancellations. Cancellations made before 24 May 2010 will incur an administrative cancellation charge of £120.00 plus VAT. Cancellations received on or after 24 May 2010 will be liable for the full delegate fees.
2. Conference Bistro Night tickets cancelled after 24 May 2010 are liable for full payment.
3. All queries about bookings and fees made after conference should be sent to Ocean Media in writing by 8 July 2010. Any queries received after this date cannot be considered.

**For booking queries please call the Public Sector Events Registration Team on 024 7657 1111**

# Delegate packages and fees

## \*Are your delegates CIH Members?

If you are unsure please contact CIH on:

**024 7685 1700**

or e-mail

**customer.services@cih.org**

before returning this form.

## Fees for bookings received up to and including 14 May 2010

Delegate Category	Delegate Type	1 Day Package	2 Day Package	3 Day Package
<b>M</b>	*CIH Members	£347	£630	£630
<b>S</b>	Councillors, Board Members Overseas delegates	£347	£630	£630
<b>N</b>	Non CIH Members	£405	£695	£695
<b>T</b>	Tenant Representatives	£226	£412	£412
<b>F</b>	Book 4 x 3 day packages and get the 5th delegate free (the lowest category fee of the delegates registered will be regarded as the fifth free delegate place)			

### Bistro Night - Monday 21 June

£45 per person (excluding VAT)

VAT will be charged on the above rates applicable at the time of invoice

## Fees for bookings received from 15 May 2010 up to and including 24 June 2010

Delegate Category	Delegate Type	1 Day Package	2 Day Package	3 Day Package
<b>M</b>	*CIH Members	£397	£680	£680
<b>S</b>	Councillors, Board Members Overseas delegates	£397	£680	£680
<b>N</b>	Non CIH Members	£455	£745	£745
<b>T</b>	Tenant Representatives	£276	£462	£462
<b>F</b>	Book 4 x 3 day packages and get the 5th delegate free (the lowest category fee of the delegates registered will be regarded as the fifth free delegate place)			

### Bistro Night - Monday 21 June

£45 per person (excluding VAT)

VAT will be charged on the above rates applicable at the time of invoice

**2009  
Delegate  
Rates  
held**

Remember to order your organisation's copy of the latest UK Housing Review 2009-10 at the specially discounted price of £25.00 + £5.00 (p&p)



## Organisation Details

(please print clearly)

Contact Name \_\_\_\_\_

E-mail \_\_\_\_\_

Organisation Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Organisation Name and Address for invoice if different to above

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

Please complete the questions about your organisation

Where is your organisation based?

- London  Midlands  North East  Northern Ireland  North West  Overseas  Scotland  South East & East Anglia  South West  Wales  
 Yorkshire & Humber  National Organisation

Which best describes your organisation?

- Local Authority  RSL/HA  ALMO/TMO  Government Agency  Voluntary Organisation  Educational Establishment  Private Sector  
 Other (please specify) \_\_\_\_\_

**I have read the booking guidance about delegate registration and accept the terms and conditions including those for cancellation and late booking.**

**Authorising Officer** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

For Office Use Only

Date Received \_\_\_\_\_

Date Confirmed \_\_\_\_\_

SB Ref \_\_\_\_\_

SP \_\_\_\_\_

WEB

VAT will be charged at the rate applicable at the time of invoice.

DATA PROTECTION

Ocean Media Group Ltd and the Chartered Institute of Housing will use your information for administration and analysis. We would like to keep you informed about related products and services from Ocean Media Group Ltd and the Chartered Institute of Housing. If you are happy to be contacted via email, please tick here [ ]. If you would prefer not to be contacted by post, telephone or fax please tick here [ ]. We may pass your details to carefully selected third parties to contact you about their products and services. If you are happy to be contacted via email by third parties, please tick here [ ]. If you would prefer not to be contacted by third parties, by post, telephone or fax please tick here [ ]. Ticking here will mean that your organisation's name and delegates' details will not appear in the delegate list distributed to exhibitors and fellow delegates at the event [ ].

Further booking forms are available upon request.  
Photocopies of the form are acceptable.

**Please complete delegate details overleaf**



**PLEASE COMPLETE ALL QUESTIONS ABOUT YOUR DELEGATES**

**Personal e-mail addresses are essential for each of your delegates, so they can receive important conference updates, registration information and post event survey**

**Delegate Details** *(please circle or tick where appropriate)*

Delegate Package    **1**    **2**    **3 days**    Day delegate attending    **Tue**    **Wed**    **Thur**    *If you do not know which days your delegate will be attending, this information can be supplied at a later date*  
 Delegate Fee Category    **M**    **S**    **N**    **T**    **F**    *Please refer to delegate packages and fees for category types*

Title \_\_\_\_\_ First & Surname \_\_\_\_\_

Job Title \_\_\_\_\_ \*CIH Member ID \_\_\_\_\_ Delegate Fee £ \_\_\_\_\_

E-mail Address \_\_\_\_\_

Function/responsibility:  Chief Executive  Director/Assistant Director  Manager/Head of Service  Councillor/Board Member  Tenant  Other (please specify)

Delegate Package    **1**    **2**    **3 days**    Day delegate attending    **Tue**    **Wed**    **Thur**  
 Delegate Fee Category    **M**    **S**    **N**    **T**    **F**

Title \_\_\_\_\_ First & Surname \_\_\_\_\_

Job Title \_\_\_\_\_ \*CIH Member ID \_\_\_\_\_ Delegate Fee £ \_\_\_\_\_

E-mail Address \_\_\_\_\_

Function/responsibility:  Chief Executive  Director/Assistant Director  Manager/Head of Service  Councillor/Board Member  Tenant  Other (please specify)

Delegate Package    **1**    **2**    **3 days**    Day delegate attending    **Tue**    **Wed**    **Thur**  
 Delegate Fee Category    **M**    **S**    **N**    **T**    **F**

Title \_\_\_\_\_ First & Surname \_\_\_\_\_

Job Title \_\_\_\_\_ \*CIH Member ID \_\_\_\_\_ Delegate Fee £ \_\_\_\_\_

E-mail Address \_\_\_\_\_

Function/responsibility:  Chief Executive  Director/Assistant Director  Manager/Head of Service  Councillor/Board Member  Tenant  Other (please specify)

Delegate Package    **1**    **2**    **3 days**    Day delegate attending    **Tue**    **Wed**    **Thur**  
 Delegate Fee Category    **M**    **S**    **N**    **T**    **F**

Title \_\_\_\_\_ First & Surname \_\_\_\_\_

Job Title \_\_\_\_\_ \*CIH Member ID \_\_\_\_\_ Delegate Fee £ \_\_\_\_\_

E-mail Address \_\_\_\_\_

Function/responsibility:  Chief Executive  Director/Assistant Director  Manager/Head of Service  Councillor/Board Member  Tenant  Other (please specify)

Delegate Package    **1**    **2**    **3 days**    Day delegate attending    **Tue**    **Wed**    **Thur**  
 Delegate Fee Category    **M**    **S**    **N**    **T**    **F**

Title \_\_\_\_\_ First & Surname \_\_\_\_\_

Job Title \_\_\_\_\_ \*CIH Member ID \_\_\_\_\_ Delegate Fee £ \_\_\_\_\_

E-mail Address \_\_\_\_\_

Function/responsibility:  Chief Executive  Director/Assistant Director  Manager/Head of Service  Councillor/Board Member  Tenant  Other (please specify)

**Bistro Night - Monday 21 June 2010** (total number of places \_\_\_\_\_) *A request for dietary requirements will be sent to you nearer the conference*    £ \_\_\_\_\_

**UK Housing Review 2009-10**    £ \_\_\_\_\_

One copy per organisation @ £25.00 plus £5.00 p&p    £ \_\_\_\_\_

**Sub Total £** \_\_\_\_\_

**VAT £** \_\_\_\_\_

**Total £** \_\_\_\_\_