



The Chartered Institute of Housing

HOUSING 2012 CONFERENCE

12-14 June 2012 • Manchester Central



Delegate Registration Form

Free Delegate Places

Book 4 full delegates and get a 5th full delegate place FREE

Book 4 day delegates and get a 5th day delegate place FREE

The lowest category fee of the delegates registered will be regarded as the free delegate place.

Book before 30 March 2012 and save £55 per delegate

Booking Guidance

Please read this guidance before completing the registration form

You can book on line at www.cihhousing.com or complete the form overleaf and return to:

Conference Team, Ocean Media Group, Bank House, 23 Warwick Road, Coventry CV1 2EW

Tel: 024 7657 1111; Fax: 024 7657 1110; Email: conferences@oceanmedia.co.uk

'Housing the Nation' Charity Gala Dinner

Monday 11 June, The Midland Hotel

The inaugural "Housing the Nation" charity gala dinner is the perfect way to start your week at conference. This black tie event will take place at the Midland Hotel, setting the scene for the conference with the host Jon Snow challenging the sector to raise its profile both politically and in the media, and to generate real solutions and new thinking together during the event.

Tickets cost £105 + VAT per person; £950 + VAT per table (10 places).

Please indicate the number of tickets you require on page 4 of this booking form.

Hotel accommodation 2012

Conference delegates can book hotel accommodation through the official accommodation provider, Visit Manchester.

Further information will be emailed to the booking contact supplied on page 3 of this form, once your booking has been processed.

Only delegates who have booked conference places for 2012 will be able to book rooms at one of the headquarter hotels - The Midland, The Radisson Edwardian, The Hilton and Jurys Inn - via the official accommodation agent, Visit Manchester, although all visitors to Housing 2012 are welcome to contact all hotels directly. Information on how to book at these hotels will be sent to the booking contact once we have processed your conference delegate booking.

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 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 8 May 2012.
7. If you do not know which days your delegates will be attending conference when booking, please notify Ocean Media by 8 May 2012.
8. Delegate substitutions / name changes can be made at any time up until 14 May 2012 at no extra charge.
9. Delegates registering in Manchester 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.
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 27 April 2012.
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 8 May 2012, will incur an administrative cancellation charge of £120.00 plus VAT, per delegate. Cancellations received on or after 8 May 2012 will be liable for the full delegate fees.
2. Conference Dinner tickets cancelled after 8 May 2012 are liable for full payment.
3. All queries about bookings and fees made after conference should be sent to Ocean Media in writing by 29 June 2012. Any queries received after this date cannot be considered.

For booking queries please call the Conference 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.

Early-bird Rates

Fees for bookings received up to and including 30 March 2012

Delegate Category	Delegate Type	1 Day Package	2 Day Package	Full 3 Day Package
M	*CIH Members	£385	£695	£695
S	Councillors, Board Members & Overseas delegates	£385	£695	£695
N	Non CIH Members	£440	£765	£765
T	Tenant Representatives	£250	£440	£440
FF FD	Book 4 full delegates and get a 5th full delegate place free Book 4 day delegates and get a 5th day delegate place free The lowest category fee of the delegates registered will be regarded as the free delegate place			

Housing the nation charity gala dinner - Monday 11 June 2012

Tickets cost £105 + VAT per person; £950 + VAT per table (10 places)

All profits to go to charity.

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

Standard Rates

Fees for bookings received from 31 March 2012 up to and including 14 June 2012

Delegate Category	Delegate Type	1 Day Package	2 Day Package	Full 3 Day Package
M	*CIH Members	£440	£750	£750
S	Councillors, Board Members & Overseas delegates	£440	£750	£750
N	Non CIH Members	£495	£820	£820
T	Tenant Representatives	£305	£495	£495
FF FD	Book 4 full delegates and get a 5th full delegate place free Book 4 day delegates and get a 5th day delegate place free The lowest category fee of the delegates registered will be regarded as the free delegate place			

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Remember to order your organisation's copy of the latest UK Housing Review 2011-12 at the specially discounted price of £31.50 + p&p of £5 (UK) £8 (Eur) £15 (ROW)



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 Registered Provider/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

The Chartered Institute of Housing
12-14 June 2012
Manchester Central, Petersfield
Manchester M2 3GX

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** **FF** **FD** 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)

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Housing the nation gala dinner - Monday 11 June 2012

Total number of places _____ at £105 + VAT per person, or _____ tables (10 places) at £950 + VAT per table £ _____

A request for dietary requirements will be sent to you nearer the conference

UK Housing Review 2011-12 One copy per organisation @ £31.50 plus p&p of £5 (UK), £8 (EUR), £15 (ROW) £ _____

Sub Total £ _____

VAT £ _____

Total £ _____