



General Assembly and Gala Dinner, 13th December 2016

Delegate Booking Form

WCA are pleased to invite you to our General Assembly and Gala Dinner at the Savoy Hotel, London on the 13th December 2016. Please complete the delegate booking form below. The General Assembly is open to all WCA members. Guests (nonmembers) are very welcome at the Reception and Gala Dinner. Please complete their details on the form below.

Please return your completed booking form to:

Secretary General secretarygeneral@worldcementassociation.org

Direct line +44 (0)7714 928358, +44 333 9398083

WCA have arranged special rates for delegate' Room Bookings at the Savoy. Follow this link:

http://www.fairmont.com/EN_FA/Reservations/ReservationAvailability?hc=SVY&pc=PEVT

We would like to keep you informed about WCA activities and our partners' activities, events, news and industry information. *Please tick the box if you do not want to receive such information.*

1st. Delegate		
Title		
First Name		
Surname/Last name		
WCA Membership Number if applicable		
Company name		
Position/authority		
Email		
Telephone: country code and number	Landline	cell
Main country of operation		

Company communication address	
Invoice address if different	

Additional Guests details	
Number of additional members GA, Reception and Gala Dinner	
Number of additional Guests (Reception and Gala Dinner Only)	
Name(s) of Guest(s)	
Guest Contact Details	
Please let us know any dietary requirements for yourself and your guests	
Please let us know any access requirements for yourself and your guests	

Cancellations

A 50% credit for cancellations received in writing on or before 5 weeks in advance of the conference start date, will be made. No credits will be made on cancellations received after this date. Credit notes will only be given in cases of exceptional circumstance (for example, on production of a medical certificate) and an administrative fee will be charged together with any balance due.

We can accommodate changes of delegate name.

Important Information






Obtaining a necessary visa is the responsibility of the delegate, check with your local embassy and if you are required to obtain a visa, please allow enough time for your application to be processed before you travel. Please be aware that in some cases visas can take up to one month to issue. For more information on UK visa requirements please contact your local Embassy or Consulate. Credits will not be given where visas have not been applied for in good time.

Please note that hotel accommodation is not included in the event fee.

You are advised to take out appropriate travel insurance, as the organiser will not accept any liability for travelling, accommodation or other expenses incurred as a consequence of a possible event cancellation or postponement.

It may be necessary for reasons beyond the control of the organisers to alter the venue and content, or the timing of the programme.

Payment method

1	    			
	Item: WCA Member GA and Gala Dinner	Cost per person £385 plus VAT if applicable (currently 20%)	Total Number of Member Delegates:	Total Item cost
	Item: WCA Guest (nonmember) Reception and Gala Dinner	Cost per person £450 plus VAT if applicable (currently 20%)	Total No of Guests	Total Item cost
Total Amount to be debited:				
2	Debit/Credit Card: VISA/MASTERCARD/MAESTRO/JCB only please			
	Card Number		Valid from	CVC No/Security Code
	Name on card		Expiry date	
	Post code where the card is registered			
3	BACS payment: Bank: Lloyds Bank Sort code 30 90 91 Account number 67259860 IBAN GB87LOYD30909167259860 SWIFT/BIC LOYDGB21331 Please quote party leader's name when making payment			
VAT Registration No GB 250299505 For any other payment method please contact Norman Greig +44 (0)7714 928358, +44 333 9398083				

Be part of the WCA global cement community. Share best practice and drive industry standards.