



Making the Right Connections:

a conference on conservation in UK Overseas Territories, Crown Dependencies and other small island communities

Grand Cayman
30th May to 5th June 2009

Organised by:

UK Overseas Territories Conservation Forum, with the support of the Overseas Territories Environment Programme, and hosted by the Cayman Islands conservation bodies

REGISTRATION FORM (general participants)

Please return this form to Catherine Quick, UKOTCF at fax: +44 208 0207 217.
Any enquiries to email: cquick@ukotcf.org

Family Name	Forename	Title (Ms, Mr, Mrs, Dr, etc)	Male or female?
.....

Name of organisation (if any).....

Position held in organisation (if any).....

Please print name as preferred on badge

All correspondence will be by email unless otherwise requested.

Mailing address, including postal/zip code where used:

Tel No.	Fax No:	Email address
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Accommodation and catering: Rooms have been booked at the hotel where the conference is to take place. The number of these, and spaces at the conference, are limited and it is important to book as early as possible. In addition, accommodation may not be available (or available only at a significantly higher cost) after 31st January 2009. Bookings should be made on a copy of this form and NOT directly to the hotel. You will be advised as soon as possible whether a place is available.

The costs for the conference (arriving Saturday 30th May and leaving on Friday 5th June) will be GB£ 790 per person in a room shared with one other or GB£ 1190 per person for a single occupancy room. These rates (which include some support from the conference budget) cover accommodation, transfers from and to airport, transfers to other conference venues, field visits, tea/coffee breaks, breakfasts, lunches, dinner on two days, and conference costs. Participants should budget to meet separately the costs of drinks and any additional costs such as telephone calls, gratuities and laundry, as well as dinners on other days. There are a range of dining options at or near the hotel. All participants will be responsible for paying the hotel for any extras such as meals not included in the conference cost, drinks, laundry, telephone calls and gratuities.

Please indicate whether you wish to share a room or occupy one by yourself. If you wish to share, please indicate if there is someone with whom you wish to share (preferably after contacting them); otherwise, the conference organisers will make allocations to the best of their abilities, based on sharing with a person of the same sex.

If you wish to stay longer, please advise us by email of your preferred requirements and we will investigate for you. (Concessionary hotel rates negotiated by UKOTCF are available for 3 days before and 3 days after the main conference period.) If you wish to attend only part of the conference, please advise us by email, and we will investigate the possibility, but please note that preference may have to be given to those wishing to attend the whole conference.

In order to secure your booking, a non-returnable deposit of £100 is required at the time of booking. The balance of payment will be due by 31st January 2009. Because the conference will be liable for costs after this time, refunds cannot be made. Participants are advised to take out appropriate travel insurance.

In order to simplify currency exchanges, payment should be made by credit or other payment card (see below). If this presents any difficulty, please complete this form and add an explanatory note; UKOTCF will contact you to explore payment methods.

1. Accommodation etc EITHER: Please book a shared room for me @ £790.00

(If sharing): I prefer to share with (name of person)

Has the person been contacted already Yes/ No

OR: Please book single accommodation for me @ £1190.00.

Please indicate any special dietary requests (e.g. vegetarian):

Please note that the rooms and public spaces of the hotel are non-smoking environments.

2. Travel Plans (Please do not delay your booking if this information is not available. If necessary, send this information later.)

Airport of departure and routing

Date & time of arrival in Grand Cayman.....Airline(s) & Flight number(s) if known:.....

Date and time of departure from Grand Cayman:Routing, Airline(s) and Flight number(s) if known:
.....

3. Display space (Please do not delay your booking if this information is not available. If necessary, send this information later.)

Do you request display space at the conference?: YES / NO (If yes, please answer the following.)

Please indicate the title (or general nature) of the display:

Please specify the amount of vertical display space requested, particularly including the left-to-right length (we expect this to be cloth-type boards, to which displays will be attached by Velcro; if you intend to use your own free-standing displays, please indicate):

Please specify the amount of table display space requested, particularly including the left-to-right length:

Please indicate any other requests:

(The conference organisers cannot guarantee to meet requests, but will do their best to do so. Making the requests early will maximise the chances of this.)

4. Payment details

Conference costs if using:	Enter cost if item requested
shared room for main conference period @ £790.00 or:	
single accommodation for main conference period @ £1190.00	
If appropriate, accommodation for additional dates before or after main conference period, as already discussed by email with UKOTCF	
Total	

Deposit: I authorise the collection of the deposit of £100.00 from my card.

Signature: _____ Date: _____

Name as given on credit card: _____

Address (including postal or zip code if used) registered with card supplier (if different from that given above):

Please charge this amount to my card (the following types of card can be accepted):

American Express, Delta, JCB, MasterCard, Solo, Maestro/Switch, Visa

Card number:

Security number (3 digits or 4 for Amex): Issue number (certain cards only):

Expiry date: / (month/year) If used: Valid from: /

Balance: I authorise the collection on or after 31st January 2009 of the remaining amount due (the total above less any deposit already paid) from the same card above/ my card below [delete as appropriate].

Signature: _____ Date: _____

Name as given on credit card: _____

Address (including postal or zip code if used) registered with card supplier (if different from that given above):

Please charge this amount to my card (the following types of card can be accepted):

American Express, Delta, JCB, MasterCard, Solo, Maestro/Switch, Visa

Card number:

Security number (3 digits or 4 for Amex): Issue number (certain cards only):

Expiry date: / (month/year) If used: Valid from: /