

### Date and venue

The conference will be held on **Thursday 3 November 2011**, at the RAF Museum, Grahame Park Way, Hendon, London, NW9 5LL, United Kingdom.

### Registration fees

**Fee for CONSEC 2011 - £145 per person (VAT not applicable).**  
**Special rates for ASC members and members of selected security organisations. Please contact the Secretary for details.**  
These fees include attendance at the conference and catering as advertised.

Registration forms should be returned no later than **21st October 2011**, together with a cheque, credit card details or invoice request quoting purchase order number. The following cards are accepted: MasterCard / Visa / Delta / Visa Electron / Maestro / Solo.

### Bookings and enquiries (Registration form page 2)

All bookings and enquiries should be addressed to:

ASC CONSEC 2011  
Association of Security Consultants  
Balderton Hall, Fernwood,  
Newark-on-Trent, Nottinghamshire, NG24 3JR

**T: +44 (0) 7071 224865**  
**E: [secretary@securityconsultants.org.uk](mailto:secretary@securityconsultants.org.uk)**

### Data Protection

The information provided by you will be used for correspondence, billing and accounts for this event. The data will also be held on a database to provide you with information about other ASC events and conferences. We do not sell data information to third parties. If you do not wish to receive details of future ASC events please advise the ASC Secretary.

### Parking

The RAF Museum now levies a parking charge. A permit to enable attendees to park for free can be obtained from the Registration Desk on arrival.

### Terms and conditions

#### Booking conditions

A confirmation letter will be sent to you on receipt of your booking. If you have requested an invoice one will be sent to you. Payment must be received before the conference date. If payment is not received, delegates will be asked to guarantee payment with a credit/debit card.

#### Cancellations / substitutions

Cancellations and substitutions must be made in writing. Cancellations made four weeks before the event will be charged at 20% of the invoice total (minimum charge £30). Cancellations made between four weeks and two weeks will be charged at 50% of the invoice total. Cancellations made after this period will be charged the full invoice amount. However, you can send a substitute delegate at any time. Bookings received less than two weeks before the conference date can only be paid by credit card. Cancellations and substitutions must be made in writing. Non-attendance at the event will be considered a late cancellation and the full fee will be payable.

It may be necessary for reasons beyond the control of the organisers to alter the content and the timing of the programme or the identity of the speakers. In the event that the conference has to be cancelled you will be entitled to a full refund of your delegate fees. The ASC will not be responsible for the reimbursement of any other costs incurred by potential delegates.

#### Special arrangements

If you have any additional requirements, such as wheelchair access or special dietary needs, please let us know in advance.

#### General

Nothing in these Terms and Conditions shall restrict or exclude any liability that we have to any party that cannot be excluded by law. These Terms and Conditions shall be governed by English law, and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising. Submission of this booking constitutes a legally binding agreement. UK delegates may request an invoice and requests must be endorsed with either a purchase order number or by an authorised signatory.

### Travelling to the RAF Museum



#### By Road

Only 30 minutes from Central London.

Follow the brown and white tourist signs from M25, M1 (Junction 4 Southbound), A41, A5 and North Circular (A406) roads.

The Museum has a large free car and coach park.

#### By Bus

Route 303 passes the entrance to the Museum.

#### By Rail

The Museum is 7 minutes walk from Colindale Underground station on the Edgware branch of the Northern Line.

Please alight at **Colindale**, not Hendon Central.

Mill Hill Broadway rail station is also within walking distance.

#### Hotels

For details of local hotels please contact the Secretary.

