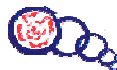




# Ladies Circle International Conference Aberdeen 2008 28th - 31st August 2008



## LCI CONFERENCE ABERDEEN 2008 TERMS AND CONDITIONS



- Registration will be accepted up to 48 hours prior to Conference subject always to availability. Unfortunately, numbers attending each event will be capped. It is in your best interest to book early.
- Processing of Booking forms will not take place unless accompanied by a method of securing payment in full. Payment will require to be made in £ Pounds Sterling. There may be a delay in processing credit card payments. Payment made by way of credit card may attract an additional processing cost. Bookings will be confirmed to you in due course. Please bring your confirmation with you to reduce delays at Registration. For payment information, please refer to Registration form.
- The Organising Committee reserves the right to refuse registration of any individual without assigning any reason.
- Passports and Visas are the responsibility of the participants. Letters of invitation, if required, to assist in obtaining a visa, will be issued by the Organising Committee based on specific requests. Please let the Organising Committee know as soon as possible if a letter of invitation is required as in the run up to the Conference period the Organising Committee will be very busy.
- Participants are recommended to obtain suitable insurance, including cancellation insurance for the conference, valid from the date of booking.  
Note: Attendance at the LCI Conference, including travel and activities undertaken, are entirely at your own risk. No member of the organising committee, or member club of the National Association of Ladies Circles; the National Association of Ladies Circles, or any representative or agent of the National Association of Ladies Circles have any liability to you for any loss or damage of any nature whatsoever you may incur whilst travelling or during the Conference period.
- Cancellations of bookings will only be accepted in writing. Cancellations made before 1<sup>st</sup> May 2008 will receive a full refund except registration fee. Cancellations made before 15<sup>th</sup> July 2008 will lose registration fee and 10% of total. For cancellations made after 15<sup>th</sup> July 2008 there will be no refund. In all cases, payment handling costs will be deducted from the amount of a refund. Refunds will be sent after the completion of the Conference. Participants are recommended to take out their own insurance to cover this eventuality.
- Accommodation booked and paid through the Organising Committee will include the cost of your room, breakfast and VAT only. Any extra food, beverage or services such as laundry, telephone usage, mini-bar etc. must be paid by participants before departure. Accommodation is subject to the terms and conditions of the individual hotels. The Organising Committee act as agents on behalf of participants relative to the booking and paying of the accommodation. Participants will be liable for any hotel or other accommodation charges and indemnify the organising committee accordingly.
- Transport will be provided during the Conference period to and from the Conference Hotels booked through the Organising Committee. The Organising Committee shall also provide airport transfers from Aberdeen (Dyce) Airport and Aberdeen Railway Station, subject to charge. Please ensure you complete travel details on your registration form if you require pick ups. No transport will be provided for participants choosing to book their own accommodation.
- The Organising Committee reserve the right to amend the Conference Itinerary and venues should the need arise and cancel any event if there is an insufficient number of participants. In such an eventuality the Organising Committee shall endeavour to provide a suitable alternative event or provide a part refund to the value of that event. Participants must comply with the terms and conditions of the Conference Venues.
- The Organising Committee reserve the right to amend the Tour Itineraries and establishments should the need arise and cancel any event if there is an insufficient number of participants. In such an eventuality the Organising Committee shall endeavour to provide a suitable alternative tour or provide a part refund to the value of that tour. Participants must comply with the terms and conditions of the Tour establishments.
- No Smoking is permitted on transport or in the accommodation and Conference Venues.
- Data protection – In returning this form to the Organising Committee you are confirming that you have consented and/or have the consent of the individuals named on this form to their details being held by the Organising Committee. These details will be stored for a maximum of 24 months and will be used for the purpose of LCI Conference Aberdeen 2008.
- A Conference pass will need to be purchased by all participants wishing to attend any of the functions. Conference passes will be issued at Registration. These MUST be worn at every event throughout the Conference. If you lose your Pass please contact a member of the Organising Committee as soon as possible. New passes will be issued subject to an administration charge.
- ALL participants are required to bring photographic identification to the Conference and may be asked to produce it before entering an event. No refund will be given if access to a function is denied as a result of the failure to produce photographic identification.
- In the event that a problem arises please contact any member of the Organising Committee who will use their best endeavours to resolve matters. For avoidance of doubt the Law of Scotland applies.

1. Registration to LCI Aberdeen 2008 Conference			
First Name	Surname		
Address	Postcode		
City	Country		
Email	Telephone		
Circle Name & Number			
Circle Country			
Office Held in LC:			
Associate Member Countries - your circle status			
Member of other Organisation - please specify -			
Additional Information (Special dietary requirements/Allergy etc)			

Partner - if attending			
First Name	Surname		
(Past) Member of Round Table	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

2. Transport Details			
<i>Transport to/from Aberdeen Airport/Train Station will only be provided if prebooked/paid and the following details submitted prior to conference</i>			
ONLY COMPLETE IF TRANSPORT IS REQUIRED			
Aberdeen Airport/Train Station Transfer -COST	£ 10.00		
Arrival Date	Departure Date		
Plane & Flight Number			
Time			
Train			
Time			
Other			
Time			

Tours - Please indicate 1st and 2nd choice			
- Delights of Grampian - Full Day			
- Spirit of Speyside - Full Day			
- Royal Deeside - Full Day			
- Taste of Moray - Full Day			
- Traditional Aberdeen - Half Day			
- Back in Time - Half Day			
<b>Monday - Wednesday 25 - 27/08/08 Pre Tours</b>	Details & prices on application		

### NB ALL PRICES IN GB POUNDS STERLING £

LCI 2008 Conference Registration	Price	No of Participants	Total Price
Registration (prior to 1st May 2008)	£ 100.00		
(After 1st May 2008)	£ 125.00		

Sub Total brought forward	
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Accommodation	No of Nights	Per Person Single Room	Per Person Double Room	Total Price
Hotel Price includes breakfast & VAT				
Holiday Inn*** Conference Hotel		£ 115.00	£ 57.50	

Registration AGM only, to include Lunch	£ 30.00		
( After 1May 2008)	£ 40.00		
<b>Wednesday 27/08/2008</b>			
Councillors Dinner	£ 28.00		
<b>Thursday 28/08/08</b>			
Councillors Meeting	£ 25.00		
Opening Ceremony & Welcome Party	£ 40.00		

<b>Friday 29/08/08</b>			
AGM Lunch	£ 25.00		
Short Afternoon Tour	£ 25.00		
Home Party	£ 25.00		

<b>Saturday 30/08/08</b>			
International Contact Meeting/Lunch	£ 20.00		
Conference Tours			
Full Day - Please Book Overleaf	£ 45.00		
Half Day - Please Book Overleaf	£ 25.00		
Gala Dinner	£ 60.00		
<b>Sunday 31/08/08</b>			
Farewell Brunch	£ 20.00		

Sub Total to be carried forward	
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Payment in Sterling is preferred. Payment in Euros will incur additional bank charges which will be the responsibility of the participant. Participants will be notified as to the costs of bank charges & will be asked to settle these prior to the Conference.

I hereby confirm the above registration and accept the Terms and Conditions.

SIGNATURE	
DATE	

**PLEASE ENSURE BOTH SIDES OF FORM ARE COMPLETED**

Northern Hotel ***	£ 95.00	£ 57.50	
Britannia Hotel ***	£ 85.00	£ 50.00	
Airport Thistle Hotel ****	£ 80.00	£ 40.00	
Marriott Hotel ****	£ 75.00	£ 37.50	
Skean Dhu Hotel ***	£ 70.00	£ 35.00	
Halls of Residence - room only	£ 22.00	n/a	
I want to share with			

<b>Partners Programme</b>			
Partner's Registration Fee	£ 30.00		
Aberdeen Airport/Train Station Transfer	£ 10.00		
<b>Friday 29/08/08</b>			
Tours			
Distillery - Golf Option	£ 100.00		
Distillery - Shooting Option	£ 100.00		
Evening Meal & Entertainment	£ 59.00		
<b>Saturday 30/08/08</b>			
Full Day Tours - Please Book Overleaf	£ 45.00		
Half Day Tours - Please Book Overleaf	£ 25.00		
Optional Football Match - if available			
- price on application			
Burns Supper	£ 59.00		
<b>TOTAL AMOUNT DUE</b>			

<b>Payment Details</b>	
Please charge the above amount to my card -	
Name (As shown on Card)	
Card type (ie Visa, Mastercard etc )	
<b>Card Number</b>	
Issue Date	Expiry Date
Security Number - last 3 digits on back of card	

**IF ABOVE PAYMENT METHOD UNSUITABLE, PLEASE CONTACT  
lci2008registration@hotmail.co.uk**

Please email completed form to - lci2008registration@hotmail.co.uk  
or sent by post to LCI Aberdeen 2008 Registration, Per Yvonne Brown,  
Norwood, 4 Highfield Walk, Turriff, Aberdeenshire, UK AB53 4BS