



Registration and Accommodation Booking Form

Please complete this form in blue or black ink and capital letters. Return this form with details of payment by post or fax to:

Q2006, ONS, Room D201,
Government Buildings, Cardiff Road
Newport, South Wales. UK NP10 8XG

Fax: +44 (0) 1633 813166

Part 1

Title: Miss Ms Mrs Mr Dr Prof Other _____	Surname:	First name:
Organisation:	Address:	Postal/Zip code:
Email:		Telephone: Fax:
Your preferred name on badge:	Please note any special requirements (including dietary):	
Partners or guests name _____		
Please tick if you will be attending the opening reception on Monday 24 April <input type="checkbox"/> Total number of people attending _____		
Please tick if you would like to go on the Cardiff tour <input type="checkbox"/> Total number of people _____		

Please tick this box if you consent to your details being used in the future to inform you of other relevant events hosted by ONS, or other selected statistical organisations

Cardiff Conference Bureau, acting on behalf of the European Conference on Quality in Survey Statistics, have arranged accommodation throughout Cardiff at delegate rates.

Accommodation bookings should be made no later than 10 March 2006. After this date, Cardiff Conference Bureau cannot guarantee availability or rates. A booking confirmation form will be forwarded to you, which should be presented to the Hotel on arrival.

Hotel Booking Details

Hotel Preference - Please select from list opposite

1st choice	2nd choice	3rd choice
Arrival date	Departure date	Number of nights
Estimated time of arrival - Please indicate		
1400-1600 <input type="checkbox"/>	1600-1800 <input type="checkbox"/>	after 1800 <input type="checkbox"/>
Room type - Please indicate		
Single <input type="checkbox"/>	*Twin <input type="checkbox"/>	*Double <input type="checkbox"/>

* If a twin or double room is required then please give the name of the person sharing below. If more than one room is required, please give details at the bottom of this form.

Name _____

Special Requirements (e.g. Disabled/Smoking) _____

Please see over for accommodation booking terms and conditions

Registration fees	Before 10 February 2006	10 February 2006 to 10 March 2006
Delegate Includes: conference participation, lunch, wine reception and the Cardiff tour	<input type="checkbox"/> £240.00	<input type="checkbox"/> £270.00
Conference dinner.	<input type="checkbox"/> £50.00	<input type="checkbox"/> £50.00
Training course Delegates only, includes: course participation and lunch Please indicate which training course you will be attending:	<input type="checkbox"/> £70.00	<input type="checkbox"/> £70.00
1. Quality Management in Statistical Agencies <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Small Area Estimation <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sampling and Estimation in Business Surveys <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Introduction to Survey Quality <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Title to be confirmed <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partners and guests Includes: wine reception, conference dinner and the Cardiff tour	<input type="checkbox"/> £50.00	<input type="checkbox"/> £50.00
Accommodation deposit (10% of total cost of accommodation)	<input type="text"/>	<input type="text"/>
TOTAL All Payments to be made in pounds Sterling	<input type="text"/>	<input type="text"/>

Method of Payment Please indicate Q2006 and your name on all documentation.

By cheque: Please make cheques payable to Office for National Statistics

By invoice: Please provide your account billing details

Company/organisation:

Order number:

Address:

By credit card*:

Credit card number:

Card holders name:

Expiry date:

Credit Card type:

Signature:

Date:

*Please note, we cannot accept American Express.

Cancellation policy: For cancellations received by 17 March 2006 the registration fee total will be refunded, less £100. Requests for refunds after 17 March 2006 cannot be honoured. The 10% accommodation deposit is non-refundable.

Cardiff Conference Bureau Accommodation Booking Terms and Conditions
CANCELLATION/AMENDMENTS

If for any reason you have to cancel or amend your booking, please note the following:

- If you cancel or amend your booking **more than 14 days prior to your arrival date**, please advise Cardiff Conference Bureau in writing, who will then liaise with the Hotel on your behalf.
- If you cancel or amend your booking **less than 14 days prior to your arrival date**, please advise the Hotel directly quoting the reference number on your form. The Hotel reserves the right to make a cancellation charge.
- If you cancel your booking **after 1600 hrs on the day prior to your arrival date**, the hotel reserves the right to charge full payment for the first night. You may be liable for further cancellation charges by the Hotel.
- For non arrivals the Hotel reserves the right to charge a cancellation fee or full payment.
- It is advisable to take out personal Travel Insurance against unexpected circumstances which could result in cancellation & therefore incur loss of deposit & charge(s) by the hotel.

BOOKING TERMS & CONDITIONS

- If you expect to arrive after 1600 hrs on the day of arrival and have not advised us, please contact the Hotel directly. Failure to do so may result in the Hotel releasing your booking for the whole duration. If this occurs, your booking would be deemed cancelled.
- On reservation of your accommodation, Cardiff Conference Bureau will charge 10% deposit (inclusive of VAT) of the total value of your booking, which is deducted from the total payable, excluding any extras that you may incur on your account with the Hotel.
Please note: The 10% deposit is non-refundable & non-transferable; see Cancellation /Amendments
- Cardiff Conference Bureau cannot be held responsible or accept any liability for damage that you or others in your group may incur during or as a result of your stay. Your statutory rights are not affected.
- Following confirmation, the Hotel reserves the right to contact you to establish payment details and special requirements.

 I HAVE READ & UNDERSTOOD THE TERMS & CONDITIONS OF THIS BOOKING Please tick