

**RESERVE AND PAY BY 30 May 2019**

[please treat as invoice]

Contact name:

Firm (if applicable):

Address:

Email:

**EARLY BIRD ENDS TUESDAY, 30 APRIL 2019**

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**1. Monday, 8 July - Meet & Greet - "BIVR Awareness Week Begins":**

\_\_\_ Yes, I/we would like to be included in the headcount for  
Gordon's Wine Bar Meet & Greet. (*If more than 1, please indicate*)

**2. Tuesday, 9 July - "A tour through time..." - House of Lords tour (lunch is included in prices)**

\_\_\_ Yes, I/we would please like to attend the Parliamentary tour.  
(*If more than 1, please indicate*) £25 per person

\_\_\_ **Amount**

**Tuesday, 9 July - "Tower Bridge Treats"**

\_\_\_ Yes, I/we would please like to attend the Tower Bridge tour.  
(*If more than 1, please indicate*) £15 per person

\_\_\_ **Amount**

**Tuesday, 9 July - A Get-Together at 61 LIF**

\_\_\_ Yes, I/we would like to attend the evening get-together, please.

**3. Wednesday, 10 July - "Exciting Expo & A Summer of Seminars" - 9 a.m. to 8 p.m.**

9 a.m. to 8 p.m.

\_\_\_ BIVR Member - £115 (Early Bird £95)  
\_\_\_ Non-BIVR Member £145 (Early Bird £115)  
\_\_\_ Student verbatim reporter £65 (*you don't have to be a student member of BIVR*)

Evening Only

\_\_\_ BIVR Member - £30 (Early Bird £25)  
\_\_\_ Non-BIVR Member £36 (Early Bird £30)  
\_\_\_ Student verbatim reporter £25 (*you don't have to be a student member of BIVR*)

**4. Thursday, 11 July - "Exciting Expo & A Summer of Seminars" – 9 a.m. to 2 p.m.**

\_\_\_\_\_ BIVR Member – £45 (Early Bird £40)  
\_\_\_\_\_ Non-BIVR Member £55 (Early Bird £45)  
\_\_\_\_\_ Student verbatim reporter £35 (*you don't have to be a student member of BIVR*)

*Afternoon* – free time

**Evening – at a bar the TBC – 5.30 p.m.**

\_\_\_\_\_ Yes, I/we would please like to attend the evening get together and wind-down after a successful Exposition and Seminar

**5. Friday, 12 July – "The Final Goodbye (for now)..." at Daly's Wine Bar**

\_\_\_\_\_ Yes, I/we would please like to come and raise a glass to a successful week

**GRAND TOTAL AMOUNT TO BE REMITTED: £ \_\_\_\_\_**

**PAYMENT INFORMATION:**

**Option 1 – via BACS:**

BIVR's BACS details are:

Cater Allen Private Bank.

Sort Code 16-57-10.

Account No: 32972430.

British Institute of Verbatim Reporters.

Please put your name on BACS payment.

**Option 2 - PayPal:**

BIVR can accept payment via PayPal. Please let our secretary, Mary Sorene, know that you wish to pay via this method and she will raise an invoice to send to you. Please email [bivrawareness.mary@gmail.com](mailto:bivrawareness.mary@gmail.com)

***Please note Electronic Transfers details in the table below.***

**Option 3 – via cheque/check, in Sterling, please:**

Please make cheques/checks payable to BIVR and send to Registered Address:

73 Alicia Gardens, Kenton, Harrow, Middx. HA3 8JD.

## Receiving money from outside the UK, or from within the UK but in a currency other than pounds sterling

Cater Allen Private Bank have asked us to please share the details below with third parties who are making foreign currency payments into our Account.

Send to:	<b>Santander UK</b>
SWIFT/BIC code (Field 757):	ABBYGB2LXXX (Please note that some countries have a box with 8 spaces, others with 11. If 8 then omit the final XXX. If 11, then include the XXX).
Beneficiary name (Field 59):	British Institute of Verbatim Reporters
Beneficiary Account Number (Field 59):	Your IBAN - <b>GB58ABBY16571032972430</b>
Payment reference (Field 70):	Cater Allen

Our Account number is: 32972430

Type of Account is: Reserve Account

Our Sort Code is: 16 57 10