



# RINA TECH UK LIMITED – CONFERENCE BOOKING FORM

For help completing this booking form, please contact: [Sarah.Smith@rina.org](mailto:Sarah.Smith@rina.org)  
or call: +44 (0) 1372 367 319/+44 (0) 1372 367 350.

**Please note, incomplete forms may not be processed.**  
**All received booking forms will be considered as binding.**

## DELEGATE(S) DETAILS

<b>Number of Delegates the subject of this booking</b>		
<b>Name of each individual Delegate</b> (please state Dr Mr Mrs Miss Ms)	<b>Job title</b>	<b>Email</b>
<b>Employer Organisation</b> (if applicable)		
<b>Address</b> (Employer address or home address for self-funders)		
	<b>Postcode</b>	
<b>Country</b>		
<b>Telephone</b>		
<b>cc email for joining instructions</b> (if required)		

## BOOKING AND FEES

I wish to make a firm booking for:

<b>Conference title</b>
<b>Conference dates</b>
<b>Conference location</b>
<b>Conference fee (ex. VAT)</b>

## PAYMENT DETAILS

<b>Course payment details – who is paying?</b>
<input type="checkbox"/> I am paying for the conference and I am: <input type="checkbox"/> self-employed <input type="checkbox"/> own a small business <input type="checkbox"/> other. (Please note, self-funders are required to provide payment before a booking is confirmed)
<input type="checkbox"/> Employer is funding a place or places (including customers using employer credit cards).
<input type="checkbox"/> Other (please state) _____

## INVOICE DETAILS (ALL FIELDS MUST BE COMPLETED)

<b>Invoice addressee</b> (Employer/Company or Delegate name)	
<b>Invoice contact name</b>	
<b>Invoice contact tel. no.</b>	
<b>Email to send invoice to</b>	
<b>Company sales tax registration (VAT) number/National Insurance number/ Fiscal Code (self-funders)</b> (This field must be completed)	
<b>Invoice address</b> (if different to Delegate's address)	
	<b>Postcode</b>
<b>Country</b>	

## PAYMENT METHOD

<input type="checkbox"/> <b>Purchase Order No</b> _____ (Please note, we require a copy of the PO in order to process the booking)
<input type="checkbox"/> <b>Debit/Credit Card</b> We are unable to accept card details via email, post or phone. Please provide an email address we can send a payment link to: <input type="checkbox"/> _____ We are able to accept Visa/American Express/Eurocard/Mastercard/Maestro/Diners Club. Payments are taken via WorldPay.
<input type="checkbox"/> <b>Payment has been made by bank transfer quoting reference (please state)</b> _____

## PRIVACY DECLARATION

(TO BE COMPLETED BY EACH INDIVIDUAL DELEGATE- attached as Appendix A)

<p>Please read the privacy notice which can be found at <a href="https://www.rina.org/en/privacy">https://www.rina.org/en/privacy</a> ("Privacy Notice") and the waiver of rights relating to the use of images attached as Appendix B ("Waiver"). I agree with the following:</p> <p>to be contacted for promotional purposes including: sending emails, post, SMS/telephone calls, newsletters, commercial communications, advertising materials on products or services</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>the use of photographic images and video footage for the creation of internal and external communication campaigns, in accordance with the Waiver.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I declare that I have read the Privacy Notice and accept its contents, and attach a signed copy of the Waiver.</p> <p>_____</p> <p><b>Signature of the Delegate</b> <span style="float: right;"><b>(Place and date)</b></span></p>
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By signing and returning this form and attachments if any, to RINA Tech UK Ltd ("RINA"), you agree to be bound by the following (in order of precedence): (1) the terms of this booking form; and either (2) RINA Conference Terms and Conditions; and/or (3) RINA Terms and Conditions of Supply, whichever is applicable.

Name.....

Signature.....

Title.....

Date.....

### Important information

Our legal entity is RINA Tech UK Ltd; we trade as RINA.

#### Booking Rates:

RINA offers various booking rates for the conferences, including additional delegate booking rates, (rates available to second and subsequent delegates) and 1-day rates. Rates may only be claimed at the time of booking. Please contact [UKinfo@rina.org](mailto:UKinfo@rina.org) for further information.

#### Did you know?

AccessRINA subscribers receive a 10% discount on some of the RINA current conference prices at the time of booking. To find out more, please email [Rebecca.Guildford@rina.org](mailto:Rebecca.Guildford@rina.org).

#### How to pay:

Payment must be made before attendance at the event or 30 days from receipt of the invoice, whichever comes first, and must be made in £ sterling only. Self-funders will be required to pay the course fee in full before a booking is confirmed. Acceptable methods of payment are via WorldPay, PayPal, by cheque (payable to RINA Tech UK Ltd), credit card or bank transfer. Bank transfers, free of all charges, can be made to RINA Tech UK Ltd via: HSBC; sort code: 40-18-22, account no. 22178095. When paying by bank transfer, please quote the relevant conference, conference date and the delegate and company name.

#### Cancellations and transfers:

Cancellations and transfers must be sent via email to [Sarah.Smith@rina.org](mailto:Sarah.Smith@rina.org) or in writing to the following address: FAO: Conference Team, RINA Tech UK Ltd, 1 Springfield Drive, Leatherhead, Surrey, KT22 7AJ. Cancellations and transfers received up to the 15th working day prior to the event will be subject to a charge of 20% of the invoiced course fee + VAT or 20% of the AccessRINA credits charged. After this 15-day deadline, transfers cannot be accepted and cancellations will be subject to payment in full or 100% of the AccessRINA credits charged. Delegate substitutions can be made at any time.

RINA reserves the right to change, postpone or cancel at short notice any part of its published programme due to unforeseen circumstances. In the unlikely event of cancellation, a full refund will be made of the registration fee. RINA disclaims any further liability.

**APPENDIX A**  
**PRIVACY DECLARATION**

Please read the privacy notice which can be found at <https://www.rina.org/en/privacy> ("Privacy Notice") and the waiver of rights relating to the use of images attached as Appendix B ("Waiver"). I agree with the following:

to be contacted for promotional purposes including: sending emails, post, SMS/telephone calls, newsletters, commercial communications, advertising materials on products or services

Yes

No

the use of photographic images and video footage for the creation of internal and external communication campaigns, in accordance with the Waiver.

Yes

No

I declare that I have read the Privacy Notice and accept its contents, and attach a signed copy of the Waiver.

\_\_\_\_\_  
**Signature of the Delegate**

\_\_\_\_\_  
**(Place and date)**

## APPENDIX B

### WAIVER LIABILITY FOR THE USE OF IMAGES AND PRIVACY NOTICE

Pursuant to art. 13 of **Regulation UE n. 2016/679** (hereinafter, the “**GDPR**”) and with reference to the personal data collected from data Controller we inform you that:

The data Controller is **RINA S.p.A.**, whose registered office is in Genova (GE), via Corsica 12, CF e P.IVA 03794120109, as well as the Company(ies) of the RINA Group eventually involved in your personal data collection and processing (hereinafter the “**Controller**”).

The Data Controller can be contacted via the contact details shown on the [www.rina.org](http://www.rina.org) website, or via the e-mail address for the Data Protection Officer: [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

Personal data (such as images, videos and audio recordings) collected at events, fairs, webinars and conferences organized by the Controller, will be used both within and outside the company.

This processing is subject to your express consent, revocable at any time.

By expressing your consent, you agree to the registration of your image in any way or form as well as, including but not limited to, the editing, processing and reduction thereof.

At the same time, you authorize the publication, distribution, projection, transmission and diffusion through each internal and external communication channel adopted by RINA (such as intranet, company website, social networks, blogs, etc.) in Italy and at abroad.

Furthermore, you relieve RINA from all responsibility for unauthorized use of your image by third parties, relieving the Data Controller of any claim due to the foregoing.

The Data Controller will retain the images through any technological support for the purposes listed above for a period not exceeding 30 years. After 10 years of data collection, access will be limited to those responsible for the functions involved. Data will be processed only by parties authorized to process or appointed by the Data Controller.

Pursuant to articles 15 (Right of access by the data subject), 16 (Right to rectification), 17 (Right to erasure – Right to be forgotten), 18 (Right to restriction of processing), 20 (Right to data portability), 21 (Right to object), 22 (Right to object an automated individual decision-making), 77 (Right to an effective judicial remedy against a controller or processor) of the GDPR, as a data subject you may exercise your rights and withdraw your consent by writing to the e-mail address: [rina.dpo@rina.org](mailto:rina.dpo@rina.org).

The undersigned \_\_\_\_\_ born in \_\_\_\_\_  
the \_\_\_\_/\_\_\_\_/\_\_\_\_ Resident in \_\_\_\_\_  
City \_\_\_\_\_ Fiscal Code \_\_\_\_\_ Firm/Association \_\_\_\_\_.

With reference to the use of photographic image and video footage for the creation of internal/external communication campaigns.

I give my consent

I do not give my consent

Place & Date: \_\_\_\_\_

Signature of the Data Subject: \_\_\_\_\_