

# Forrester's Forum For CIO EMEA

10-11 June, 2013 • London

## INVOICE REQUEST FORM

FORRESTER®

Fax: +31 (0)20 305 4343

### PRICING INFORMATION

	Before EBD	On or After EBD	Four (4) seats for the price of three (3)
Clients	<input type="checkbox"/> £1425	<input type="checkbox"/> £1625	<input type="checkbox"/> £4875
Nonclients	<input type="checkbox"/> £1525	<input type="checkbox"/> £1725	<input type="checkbox"/> £5175
Nonprofit, government, or educational institutions	<input type="checkbox"/> £1225	<input type="checkbox"/> £1425	<input type="checkbox"/> £4275

Early Bird Deadline (EBD): 11 May, 2013

### ATTENDEE INFORMATION

Name: _____	Name: _____
Title: _____	Title: _____
Company: _____	Email: _____
Street: _____	Name: _____
City: _____ State: _____ ZIP/Postal Code: _____	Title: _____
Country: _____	Email: _____
Email: _____ Telephone: _____	Name: _____
	Title: _____
VAT Number _____	Email: _____
P.O. Number (optional) _____	

### EVENT REGISTRATION TERMS AND CONDITIONS

#### Definitions

"Member Tickets" are Event tickets received pursuant to a paid subscription to one of Forrester's services. "Forum Seats" are Event tickets purchased as part of a prepaid package for Forrester services. "Service Units" are prepaid units that may be used by a client to access various analyst interactions and other services from Forrester.

#### Payments

All payments must be made prior to attendance at the Event. Payment is due the earlier of: 1) net 30 days from the invoice date, or 2) the date of the Event. This includes payment in the form of a Member ticket, Service Units, company check, or credit card. Payment will be collected for all outstanding Event fees prior to allowing the attendee to enter the Event. Please note: The client discount applies to any company retaining at least \$15,000 in contract value in Forrester Research services. Pricing does not include cost of attendees' travel or accommodations. Additional sales, use or other taxes may apply.

#### Team Registration Discounts

When three colleagues from the same company register for an Event at the same time with payment, the fourth colleague may attend free. Subsequent cancellation of any paying member of the team will result in a charge for the free attendee. The "Fourth Person Free" discount applies to credit card or check payments only and does not apply to Member tickets, Forum Seats, or Service Units. Discounts cannot be combined with other offers, including Early Bird and sponsor rates. For questions or information on Event registrations or for multiple seat discounts, please contact the Forrester Events Team.

#### Cancellations

Forrester must receive written notification from the participating company of any cancellation. If written notice of cancellation is received by Forrester more than four weeks prior to the date of the Event (on or before May 12), Forrester will refund 100% of the fee to the participating company. If written notice of cancellation is received by Forrester less than four weeks but more than two weeks prior to the date of the Event (from May 13 through May 26), Forrester will refund 50% of the fee. If written notice of cancellation is received by Forrester less than two weeks prior to the date of the Event (from May 27 through the Event), the participating company shall be liable for 100% of the fee. In accordance with the foregoing, cancellation less than two weeks prior to the date of the event or other nonattendance of the Event will result in participating company's forfeiture of the full fee, which may include without limitation Member tickets, Forum Seats, or Service Units (if used to cover the cost of the Event).

### **Substitutions and Ticket Sharing**

Each event registration is for one person only. Event tickets may not be split or shared. Except for FLB Member Tickets, substitutions for event seats may be made at any time prior to the start of the Event. An FLB Member Ticket must be used by the individual to whom it was issued.

### **Cancelled Event Ticket Usage Policy**

Clients can use the Event ticket they receive with their paid subscription to attend a Forrester Event during the term of their subscription. In all cases, this Member ticket must be used during the subscription year within which it was issued by the individual to whom it was issued. Tickets received during one subscription year cannot be rolled over and used in subsequent subscription years. Member tickets are not valid for Forrester Workshops.

### **Use Of Your Registration Information**

By registering for the event, you acknowledge and agree that from time to time you may receive information relevant to the Event from Forrester. Forrester will not resell your information to third parties, and will use it only in accordance with our privacy policy, which can be found at our website [www.forrester.com](http://www.forrester.com). Your name, title, company, and/or country will be included on the attendee list available to all attendees during the Event, unless you notify us in advance that you do not wish to have your name appear on the list. Please note that your name and contact information are encoded in the barcode on your Event badge. If your badge is scanned at a sponsored activity or sponsor booth during the Event, your contact information will be transferred to the sponsor.

Use the following address for all correspondence regarding cancellations inquires for Events in EMEA: [eventsemea@forrester.com](mailto:eventsemea@forrester.com)

**I agree to the terms and conditions specified on this contract.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_