

Booking Form & Seminars



Register today at www.thetimescreme.co.uk now quoting

Or fax back the below to **01923 690 680**. If you have any queries please email creme@expo-systems.co.uk or call **01923 690 635**

Registering in advance will give you:

- Cheque Book of show offers mailed to you in advance
- Your badge sent in advance to avoid you queuing
- Updates on what's going on at the show

Please complete the following details in block capitals

Title: Mr Mrs Miss Ms Other _____

First Name: _____ Surname: _____

Job title _____ Company: _____

Address: _____

Postcode: _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Seminar Registration (to be completed only if you wish to book for the seminars)

Seminar Cost - £30 per session (including VAT) Seminar places are limited and it is advisable to book early.

Crème Pass - £99 per session (including VAT) Enables entry to any 4 seminars of your choice.

To book the session(s) of your choice, please tick the boxes, making sure you have not booked for overlapping seminars. Times are clearly marked on the timetables.

	TUESDAY	WEDNESDAY	THURSDAY
THEATRE 1	11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/>	11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/>	11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/>
THEATRE 2	21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/>	21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/>	21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/>
THEATRE 3	31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/>	31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/>	31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/>
THEATRE 4	41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/>	41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/>	41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/>
THEATRE 5	51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/>	51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/>	51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/>
THEATRE 6	61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/>	61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/>	61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/>

Important Payment Notes

- Applications by post or fax **MUST** be accompanied by **FULL PAYMENT** (either cheque or credit card)
- No applications can be processed without full payment and no reservations can be kept without payment
- Payments will be acknowledge with a VAT receipt
- Seminar sessions are non-refundable

Payment details

Total number of Crème Passes @ £99 each (incl.VAT) £ _____

Total number of seminar places @ £30 each (incl.VAT) £ _____

Enclosed is a cheque for £ _____ made payable to

Touchstone Exhibitions & Conferences Ltd (VAT NO. 736 1795 11)

Or please charge credit card to the sum of £ _____

Expiry date / Issue No. (Switch only)

Card No.

Security code (last 3 digits on reverse of card except AMEX)

Name on card: _____

Cardholder signature: _____

Address: _____

_____ Postcode: _____

To help us ensure that The Times Crème continues to reflect your interests, please fill in this short questionnaire. Forms cannot be processed for admission unless fully completed.

A. What best represents your job title?

- 01 Personal Assistant
 02 Executive Assistant
 03 Secretary
 04 Office Manager
 05 Administrator
 99 Other (please specify)

B. What is your managers job title?

- 01 Chairperson
 02 Director
 03 Chief Executive
 04 Managing Director
 05 Manager
 99 Other (please specify)

C. How many employees do you have?

- 01 Less than 20
 02 21-50
 03 51-100
 04 101-500
 05 501-1000
 06 More than 1,000

D. What is your salary band?

- 01 16k and under
 02 16-20k
 03 21-25k
 04 26-30k
 05 31-35k
 06 36-40k
 07 41k plus

E. How did you hear about the show?

- 37 Crème
 21 Email
 12 Executive PA
 17 Executary News
 40 Google or Internet search engine
 04 Leaflet in the post
 39 National Office Week
 41 Newspaper Advertising
 11 OS Magazine
 05 Pa.assist.com
 13 Unlimited Magazine
 38 Underground Advertising
 99 Other (Please specify)

F. How/where do you currently look for jobs?

- 022 Crème
 023 Office Hours
 024 Metro
 025 Recruitment Consultant
 026 Internet (Please specify)

G. Please tick all your responsibilities (tick all applicable)

01. Arranging meetings
 02. Arranging conferences
 03. Booking business travel
 04. Organising corporate hospitality
 05. Buying office equipment/stationery
 06. Booking courier & despatch services
 07. Organising training
 08. Employing staff
 09. Employee incentives/promotions
 10. Giving presentations
 11. Writing reports
 12. Managing personnel

H. What is your DOB? (not compulsory)

____/____/____ (dd/mm/yy)

I. What budget level do you have influence over?

- 01 Under 30k
 02 31k - 50k
 03 51k - 100k
 04 101k - 150k
 05 More than 150k

On which day/s do you buy The Times?

- 001 Mon
 002 Tue
 003 Wed
 004 Thur
 005 Fri
 006 Sat

How often do you buy the Sunday Times?

- 01 Never
 02 1 - 2 times a month
 03 3 - 4 times a month

If you are over 18 and would like to receive information about future The Times Crème Executive Secretary & PA Events, please select your preference:
 Email SMS Phone Post

If you are over 18 and would like to receive information on third parties approved by us, please select your preference: Email SMS Phone Post

If you are over 18 and would like to receive information on great promotions and offers from Times Newspapers Ltd, please select your preference: Email, SMS, Phone, Post. (Privacy Policy www.nidp.com)

Register online today at

www.thetimescreme.co.uk or complete the registration form with payment for seminar sessions and post or fax back to:

Expo Systems Ltd, 10 Millfield House,
 Woodshots Meadow, Watford, WD18 8YX
 Fax to 1923 690 680 or Call 01923 690 635

If you have any queries please email creme@expo-systems.co.uk