

## **PROCEEDINGS FOR DELEGATES**

1. Send the registration form to us by email or by fax.
2. Upon receipt of your registration form – we will send you an invoice by email in PDF format.
3. Once the invoice is paid – we will send a confirmation by email that the funds have been received.
4. On the day of the conference, please come to the registration desk and present your business card.
5. We will provide you with the conference badge and conference materials.
6. To obtain updated information on the conference programme and the event - please visit the official conference website.

## **PROCEEDINGS FOR SPEAKERS**

1. All speakers must send a colour photograph of themselves and a short biography by email. The biography should include initial training, main work experience and family situation/interests. This information will be included in the conference brochure.
2. All presentations will be 15-20 minutes in length - with five minutes for questions.
3. All presenters must use PowerPoint software. All authors must also supply a written version of their paper in MSWord format in English, maximum length 3000 words.
4. All presenters must use a standard introductory 'slide', which will include the conference logo, the title of the presenter and the title of the presentation. This slide must also be used at the end of all presentations, while the question session is underway. Other 'slides' may take whatever form the presenters wish, but should include the conference logo in any of the four corners.

## **PROCEEDINGS FOR EXHIBITORS**

1. Send the company's logo in .JPG, .JPEG or .PDF file by email. The image must have 300 dpi resolution for printing purposes i.e. banners and brochures.
2. Send introduction paragraph about your company and its products and services including contact details i.e. fax, telephone, email and website address. This information will be added to the conference brochure.
3. Your company brochures can be delivered to the hotel in advance. Your delivery package must contain the date and the name of the event and the name of event organiser.
4. You may set up your portable pop-up display stand in advance (the evening before the event date). The maximum size of a stand should be about 2m x 3m.

**Registration for: Industrial Oils for Metallurgy & Machine Building conference**

- Location: Salut Hotel, Moscow, Russia
- Dates: Wednesday-Thursday, 1-2 June 2011
- Official website: [www.IndustrialOil.net](http://www.IndustrialOil.net)
- To register: complete, sign and fax both pages on **+44 207 1173283** or email: [events@ourmetals.com](mailto:events@ourmetals.com)
- Page 1 of this form is to be completed for each delegate.

Company name: .....

Company's VAT number (if registered in UK or EU) .....

Company's address: .....

City/State ..... Post/Zip code ..... Country .....

Web address: .....

Delegate's full name: .....

Job title: .....

E-mail address: .....

Telephone number: .....

Fax number: .....

What is your company's main business activity? .....

**I would like to speak and make a non-commercial presentation at the event**

Title of my presentation: .....

**Registration fee per delegate includes:** Attendance at all sessions, refreshments, lunch, reception party; conference materials; simultaneous translation, audio recording of conference proceedings.

820 EUR per person if 1-2 delegates & 795 EUR per person if 3-4 delegates

**Promotional options:**

- Add 95 EUR to submit an entry to MMM Directory on [www.ourmetals.com/directory/](http://www.ourmetals.com/directory/) per 1 year
- Add 600 EUR to advertise Full Page Full Colour or 1,000 EUR for Double Page in conference brochure
- Add 600 EUR to distribute company brochures among conference participants
- Add 1,000 EUR for an 3x2 m exhibition space, a table, 2 chairs, a dustbin and Wi-Fi internet
- Add 300 EUR to advertise 130x130 static banner on [www.IndustrialOil.net](http://www.IndustrialOil.net) for 6 months
- Event sponsorship – custom options are available and to be discussed further

**Payment option 1 – Credit card**

Credit number (16 digits): .....

Credit type: VISA / MASTERCARD / MAESTRO / SWITCH

Expiry date: ..... Valid from date (if applicable): ..... Issue number: .....

CVS – 3 digit security number: .....

Full name as it appears on the card: .....

Country that the card is registered to: .....

**Payment option 2 – Bank transfer**

Company name: Our Metals Ltd  
 Bank: Lloyds TSB,  
 Bank's address: 32 Oxford Street, London, W1D 1AX  
 Account's currency: EUR  
 Sort code: 30-98-71  
 Account number: 86306490  
 SWIFT: LOYD GB 2L  
 BIC: LOYD GB 21006  
 IBAN: GB42 LOYD 309871 86306490

Registered in England, Company No. **06059964**  
 VAT registration number: **911945131**

**Hotel accommodation (includes tax):**

Salut Hotel, Moscow, Russia

- Junior room with breakfast = 170 EUR
- Suite with breakfast = 270 EUR

Number of rooms: .....

Number of nights: .....

Date of arrival: .....

Date of departure: .....

**Total amount to be paid:** ..... **Number of delegates** .....

**Terms & conditions**

Registrations can only be confirmed upon receipt of payment or proof of payment and discounted fees will only apply when payment is received within the offered period. If you are not able to attend, a substitute delegate will be accepted. Cancellations must be received in writing at least 30 days prior to the conference date to qualify for a full refund less 125 EUR administration fee. Cancellations made within the last 30 days are not refunded.

In the unlikely event of the conference being cancelled or curtailed due to any reason beyond the control of Our Metals Ltd, or it is necessary to or advisable to reallocate or change the date and/or location of the event, neither Our Metals Ltd nor its employees will be held liable for refunds, damages and/or additional expenses which may be incurred by delegates. We, therefore, recommend prospective delegates to arrange appropriate insurance cover. Please note, that visas are also the responsibility of delegates. Signed registration form confirms your acceptance of pages 1 and 2 and guarantees prompt full payment made to Our Metals Ltd.

Director's signature \* ..... / ..... / .....  
Signature Date Full name