

INFORMATION

Accommodation

Leeds is particularly well served with hotels from budget through to 5-stars. Hotels local to the Royal Armouries are:

Express by Holiday Inn
Leeds City Centre Armouries
Armouries Drive
Leeds
LS10 1LE

£59.00 per room Bed & Breakfast

To receive this preferential rate, bookings must be made directly with the hotel quoting ICOMAM as the reference code.

Telephone: +44 (0) 870 890 0455
Fax: +44 (0) 870 890 0456
www.hiexpressleeds.co.uk

Bewleys Hotel Leeds
City Walk
Sweet Street
Leeds
LS11 9AT

£59.00 Single Bed & Breakfast
£65.00 Double Bed & Breakfast

To receive this preferential rate, bookings must be made directly with the hotel quoting Ref: 85060
Jurys Inn Leeds Hotel

Telephone: +44 (0) 113 234 2340
Fax: +44 (0) 113 234 2349
www.Bewleyshotels.com
Email: Leeds@BewleysHotels.com

Kendell Street
Brewery Place, Brewery Wharf
Leeds
LS10 1NE

£70.00 Single Bed & Breakfast
£75.00 Double Bed & Breakfast

To receive this preferential rate, bookings must be made directly with the hotel quoting RAI251009

Telephone: +44 (0) 113 283 8800
Fax: +44 (0) 113 283 8888
www.jurysinns.com

Delegates will be responsible for organising their own accommodation and transport for the duration of the conference. Delegates participating in the post Conference Tour are reminded that they will also be responsible for organising their own accommodation for the night before the Post Conference Tour begins (Wednesday 28th October 2009 and also for the last night when the tour returns to Leeds (Sunday 1st November 2009).

Travelling to Leeds

Leeds is well served by air, road and rail transport. The Royal Armouries Museum is within 10 minutes walking distance of the city centre. <http://www.royalarmouries.org/visitus/leeds/leeds-visitor-information>

Air: Travellers by air might choose to fly to Manchester International Airport, located about an hour from Leeds with an hourly train service to Leeds Railway Station. Leeds / Bradford International Airport is nearer: about 6 miles (10km) from Leeds with flights from London and destinations in Europe. A taxi journey of approximately 40 minutes will bring you to central Leeds, at a cost of around £25. Airport information for Manchester +44(0)161 489 3000; www.manchesterairport.co.uk. Airport information for Leeds / Bradford +44(0)113 250 9696, www.lbia.co.uk.

Rail: Leeds Railway Station is approximately a 20 minute walk from the Royal Armouries and runs hourly services to Manchester International Airport and half hourly services to London Kings Cross Station, the journey by train is about 2 hours 40 minutes. Train information for Leeds Railway Station +44(0)845 748 4950 or www.nationalrail.co.uk.

Coach: The National Express Coach Station is in the centre of Leeds, approximately five minutes walk from the Royal Armouries Museum. For further information on coach travel, please contact National Express directly on +44(0)8705 808080 or www.nationalexpress.co.uk.

Car: Delegates intending to arrive by car should follow the brown Museum signs on the motorways and other major roads leading into Leeds. Car parking is available in the large multi-storey car park situated about 100 yards from the Museum entrance (parking fees apply). www.towncentrecarparks.co.uk/leeds/location.

TERMS AND CONDITIONS

The organiser (Royal Armouries Museum) will take all reasonable precautions for the security of visitors, their property and luggage, but cannot be held liable for any loss, injury, damage, accident, delay or inconvenience to any person and/or his/her property whatever the cause or reason. Participants are advised to make their own arrangements for travel and health insurance.

The organiser retains the right to change either the programme, and/or speakers and Post Conference Tour without notification, should the need arise. Circumstances may dictate that one or more of the advertised speakers are unable to attend. In the event of low delegate numbers, the organiser reserves the right to cancel the conference and refund all monies paid; this shall be the full extent of our liability.

REGISTRATION

Payment Method

The Royal Armouries accepts payment by Credit or Debit Card, Bank Transfer or by cheques in Sterling. Cheques should be made payable to 'Royal Armouries'.

Payments by credit or debit card incur a 2.5% surcharge to cover bank charges.

Registration Fee

The registration and Post Conference Tour deadline is **Friday 28th August**. Registration Forms received after this date are accepted at the discretion of the Royal Armouries administration and are subject to the appropriate Late Fee of £25.00. Please add the appropriate Late Fee (according to the date of booking) to your chosen Programming and Registration Fee category. Registrations received after **Friday 18th September** will only be accepted if the correct Late Fee has been added to the total. Please note that the name and affiliation provided on this form will be used on your ICOMAM name badge.

Cancellation Policy

Cancellations for the Conference received in writing before Friday 9th October 2009 will secure a full refund, minus one half of the Programme and Registration Fee. **No refunds can be made for cancellations received after Monday 12th October 2009 for any reason.**

Cancellations for the Post Conference Tour received in writing before Friday 28th August 2009 will secure a full refund. We strongly recommend that participants are advised to make their own arrangements for travel and health insurance. In the unlikely event of low participant numbers and the Royal Armouries having to cancel the tour before the 28th August, all monies paid will be refunded; this shall be the full extent of the Royal Armouries liability. **No refunds can be made for cancellations received after Friday 28th August 2009 for any reason whatsoever.**

The Royal Armouries reserves the right to alter the cost of the tour due to dramatic fuel price increases, taxes or other costs beyond their control. In the unlikely event of this happening, you would be informed before the 28th August. You would then have the right to continue with the tour at the increased rate or cancel the booking and receive a full refund, less 25% for administration purposes.

REGISTRATION FORM

All persons attending the ICOMAM conference or any elements of it are required to complete a form, please tick all relevant boxes and write in quantity if greater than one.

Personal Information:

Full Registration

Title	Forename(s)	Surname(s)
Affiliation		
Address		
Town		
Postcode	Country	
Telephone	Fax	
Email		
Please indicate if this address is for:	Home <input type="checkbox"/>	Or Office <input type="checkbox"/>

Companion (Please give the name of companion and address if different from above)

Title	Forename(s)	Surname(s)
Address		
Town		
Postcode	Country	

A. Conference Registration:

I wish to book the following:

- Full Registration £220.00 Companions Registration £110.00

I am/we are *able/unable to attend the pre-registration reception on Sunday 25th October.
(*Please delete as appropriate)

Gala Dinner

If you have any special dietary requirements please indicate below.

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B. Post Conference Tour Registration

The Welsh Castles of Edward I - 29 October to 1 November 2009 (registration is per person).

- £305.00 single room (includes £30.00 single occupancy supplement)
- £275.00 double room (per person, 2 people occupying one room)

Late Fees

Additional fees apply for late registrations. Depending on your booking date, add one of the Late Fee options to your chosen Programming and Registration Fee.

After Friday 28th August Add on **£25.00** per person

Sub total for registration inc late fees and post Conference tour if applicable.

£ _____

Payment

Payments by credit or debit card incur a 2.5% surcharge to cover bank charges.

Credit / Debit Card Details

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Issue Date ___/___/___ Expiry Date ___/___/___

Cardholder Name:

3 digit security number Issue number

Cardholder Address (if different from above):

Bank Transfer Details

Account number: 03071634
BIC: NWBKGB2L
BANK: NAT WEST

Sort code: 50-00-00
IBAN: GB41NWBK50000003071634
BRANCH: BISHOPSGATE

£ Sterling Cheque

Amount £

Please sign to show that you accept all of the conditions outlined in this form.

Signed: Date:

Please post or fax your completed Registration Form as soon as possible to the following address:

Vanessa Cowley, Royal Armouries Museum, Armouries Drive, Leeds, West Yorkshire, LS10 1LT.
Fax +44(0)113 220 1954