

### **Notice to authors (call for papers / posters events)**

Please note each paper / poster must have at least one author registered by the specified author deadline. Papers / posters with additional contributing authors registering after this date will be required to pay the standard conference fee that is applicable.

Any paper / poster that does not have at least one author registered by the author deadline will be withdrawn from the conference proceedings.

All students must have their applications endorsed by their Professor or Head of Department.

The author must be present at the conference to present the submission either orally or by poster presentation. Papers that are not presented will not feature on Inspec, the IET Digital Library or be indexed on IEEE Xplore.

Please include your paper reference number when registering.

### **Registration forms**

Please return completed registration forms to:

The IET  
Event Customer Service  
Michael Faraday House  
Six Hills Way  
Stevenage  
Hertfordshire  
SG1 2AY

Alternatively you can fax your form to +44 (0)1438 765 659.

### **Group registration discount**

Where applicable, save 10% per person if you book three or more delegates, 15% for 5 or more attendees.

Group discounts are available for conference attendees only registering as a member or non-member. Should one or more the delegates booked at the group discount rate subsequently cancel, the full delegate rate will be charged for the remaining delegates. Name substitutions will be accepted but if the category of registration changes then the price will change accordingly. To qualify for the group discount, all delegates must be registered at the same time.

Group registration discount availability and fees will be displayed on the registration page of the event website.

### **Delegates with specific requirements**

The IET aims to offer fully accessible events to all its delegates. Please help us to accommodate any individual requirements that you may have by attaching a note to the registration form. We will contact you to discuss this as necessary.

**Payment**

Payment must accompany your registration. Registration will only be confirmed upon receipt of full payment by card, cheque or BACS.

If paying by BACS, please ensure that a completed registration form is submitted to the address on the form and that your payment quotes the delegate name.

PLEASE NOTE: Payment via Purchase Order is not accepted.

**Information security**

For your security, please note we do not accept registrations containing credit / debit card information by email.

**Cancellation**

Typical cancellation charges can be found on the event booking form.

Name substitutions are accepted at any time by fax or email. The IET reserves the right to cancel any event. In this case, the full fee will be refunded unless a mutually convenient transfer can be arranged.

\*Cancellation charges may vary from time to time depending on the nature of the event; please check the appropriate event registration form for details. Registration forms can be downloaded from the event website.

**Legal statement**

Following the confirmation that Iran had fulfilled its obligations under the nuclear accord with the UN, we are working with our bank, Barclays, to assess how the dismantling of the sanctions in Iran will be put into effect and over what timescale. Until there is clarity on this, unfortunately we remain unable to undertake any such transactions with any individual or organisation based within Iran via the Iranian Banking infrastructure or by any other mechanism.

Accordingly, the IET is not currently able to make available the following goods and services:

- Books journals or any other paid-for publications
- All paid for events
- Memberships
- Accreditations
- Any other financial transactions

Should you have any question regarding this matter please contact [eventsa1@theiet.org](mailto:eventsa1@theiet.org) who will be happy to advise you.

## **ADDITIONAL INFORMATION**

### **I am an international delegate, why do I need to pay VAT?**

Conferences that take place in the UK are liable for UK VAT as they are classed under VAT legislation as 'services' and therefore VAT is chargeable at source.

Overseas delegates must pay the VAT charged on their invoice initially but may be able to claim this back from the UK VAT office.

For information on reclaiming VAT see [Notice no 723A](#) which can be obtained from the [HM Revenue & Customs website](#).

### **Continuing Professional Development (CPD) hours**

The IET operates a voluntary (opt-in) Continuing Professional Development (CPD) monitoring scheme, available to TMIET, MIET and FIET members. This new scheme aims to enhance CPD support for members through improved guidance and feedback.

To request a CPD certificate please email [eventsa2@theiet.org](mailto:eventsa2@theiet.org) or speak to us onsite.

For further information please [visit the CPD website](#).

### **Online registration**

The system where authors can submit papers for conferences is a different system to the one that accepts delegate registration.

To register online as a delegate for the event an IET website username and password will be required.

New online users - To create a new login, visit [www.theiet.org](http://www.theiet.org) and click on the 'Login' button on the top right hand side of the page.

An option to 'Register' will appear. Users will be required to follow the onscreen instructions to create an account.

A username and password will then enable new users to register to attend an event online.

Please contact [eventsa1@theiet.org](mailto:eventsa1@theiet.org) if further assistance is required.