BOOK BY 14TH DECEMBER AND SAVE $400
BOOK BY 31ST JANUARY AND SAVE $200
BOOK BY 28TH FEBRUARY AND SAVE $100

SMi
LINKING BUSINESS *with* INFORMATION

SMi presents their 2nd annual Conference on...

Pharmaceutical Microbiology East Coast

Discussing best practices and techniques to tackle microbial control challenges

CONFERENCE: 10TH - 11TH
WORKSHOPS: 12TH

APRIL 2019

BATTERY WHARF HOTEL, BOSTON, USA

HIGHLIGHTS IN 2019:

- **Discuss** solutions for the current challenges affecting pharmaceutical microbiology industry
- **Hear** the latest in regulatory changes and evaluate strategies to ensure compliance
- **Explore** new technologies for environmental monitoring
- **Discover** more about risk management and preparing risk-based programmes
- **Gain** insight into a case study of atypical, low-level mold contamination

CHAIR:

- **James Drinkwater,** Chairman, **PHSS,** Head of Aseptic Processing Technologies & GMP Compliance, **Franz Ziel GmbH**

KEY SPEAKERS INCLUDE:

- **Cheryl Essex,** Head of Microbiological Control for Biologic Drugs, **Sanofi**
- **Frederic Ayers,** Consultant Scientist, **Eli Lilly and Company**
- **Christopher Day,** Group Leader, ASO Microbiology, **Bristol-Myers Squibb**
- **Elia Sanchez,** QC Microbiology Senior Manager, **Genentech**
- **Clyde Schultz,** Adj Professor, **University of Calgary** and Director Quality Assurance, **Celgene**
- **Andrew Bartko,** Research Leader, **Battelle Memorial Institute**

SPONSORED BY

ASSOCIATES OF CAPE COD INCORPORATED
Specialists in Endotoxin and Glucan Detection

BIOMÉRIEUX

charles river | every step of the way.®

DUPONT®

PLUS TWO INTERACTIVE HALF-DAY POST-CONFERENCE WORKSHOPS | FRIDAY 12TH APRIL 2019, BATTERY WHARF HOTEL, BOSTON, USA

A: Mold Contamination Challenges

Workshop Leader:
Ziva Abraham, CEO, **Microrite, Inc**

8.30 - 12.30

B: Microbiological control of GMP using Vapour Phase Hydrogen Peroxide bio-decontamination

Workshop Leader:
James Drinkwater, Chairman, **PHSS,** Head of Aseptic Processing Technologies & GMP Compliance, **Franz Ziel GmbH**

13.30 - 17.30

CPD CERTIFIED The CPD Certification Service

SMi Pharma
@SMiPharm
#SMiPharmaMicroEC

www.microbiologyeastcoast.com

Register online or fax your registration to +44 (0) 870 9090 712 or call +44 (0) 870 9090 711

Pharmaceutical Microbiology East Coast

DAY ONE | 10th April 2019 www.microbiologyeastcoast.com

8.30 **Registration & Coffee**

9.00 **Chair's Opening Remarks**
James Drinkwater, Chairman, **PHSS,** Head of Aseptic Processing Technologies & GMP Compliance, **Franz Ziel GmbH**

REGULATORY CONSIDERATIONS FOR CONTAMINATION CONTROL

KEYNOTE ADDRESS

9.10 **Revision of Annex 1 and the impact on pharmaceutical microbiology control and monitoring**
- Draft update on Annex 1
- Expected impact on pharmaceutical microbiology control and monitoring
- Microbiologist's role in building a contamination control strategy
- Ensuring compliance with new regulations

Cheryl Essex, Head of Biologics Microbiological Control, **Sanofi**

9.50 **Debates and challenges concerning disinfectant validation and methods to circumvent them**
- Effective ways to validate disinfectants, sanitizers, and sporicides
- The most common causes for coupon testing failures
- The most current industry methods for conducting coupon testing
- Developing risk assessments for choosing environmental isolates and coupon surfaces
- Current global regulatory guidance on disinfectant validation

Jim Polarine, Senior Technical Service Manager, **STERIS Corporation**

10.30 **Morning Coffee**

11.00 **Microbiological Methods: Science and Regulation**
- Methods evolution
- Detection Methods
- Counting Methods
- Identification Methods
- Standards and Regulation

David Hussong, CTO, **Eagle Analytical Services**
(Former Associate Director for New Drug Microbiology, FDA)

11.40 **Regulations of Endotoxin detection methods: Follow the sample through the process**
- Prerequisites for in-house testing
- Qualifications
- Sampling and sample management
- Suitability testing
- Routine Testing, Trending and OOS

Veronika Wills, Associate Manager of Technical Services, **Associates of Cape Cod**

12.20 **Networking Lunch**

ENVIRONMENTAL MONITORING

13.20 **Using an alternative gene sequence for species-level identification for closely related organisms**
- An overview of closely related organisms
- The closely related organisms that are frequently recovered from environmental monitoring programs in the pharmaceutical industry
- Necessity of using alternative gene sequences for species-level identification in the pharmaceutical industry
- Evaluation of alternative gene sequence for species-level resolution in Burkholderia cepacia complex (BCC) and Bacillus cereus group (BCG)

Sunhee Hong, Senior. Staff Scientist, **Charles River**

14.00 **Environmental monitoring in barrier separation technology: Isolators and RABS**
- Environmental classification, microbiological qualification and monitoring of Filling lines with barrier technology considering new GMP regulations
- Contamination control strategies, risk identification and risk assessment to define EM sampling positions and sampling frequency program
- Rapid micro methods applied to barrier technology; challenges and new novel approaches

James Drinkwater, Chairman, **PHSS,** Head of Aseptic Processing Technologies & GMP Compliance, **Franz Ziel GmbH**

14.40 **Environmental monitoring and critical utility trending**
- Trending expectations and best practices
- Trends below limits "The Proactive Approach"
- Cross functional team data analysis
- Understanding impact to environment, utility and process

Steven A. Wieczorek, Associate Director, Quality Control Microbiology, **Sanofi**

15.20 **Afternoon Tea**

15.50 **Signal intensity - an integrated approach to EM data trending**
- The challenges of interpreting and trending environmental monitoring (EM) data
- Overcoming the limitations of microbiological data generated via traditional culturing methodologies
- Holistic analysis and trending of EM data utilizing a novel integrated approach

Austin Kuo, Principal Research Scientist, Sterility Assurance, **Eli Lilly**

16.30 **What should a biotechnology company know about microbiology?**
- Emerging biopharmaceutical companies responsible for a high percentage of biopharmaceutical product launches
- Challenges for emerging biotechnology companies in taking products through discovery to the market place
- Lack of microbiological expertise and dependence on CRO's to provide these essential services
- Overview of the areas of microbiology that are critical in the development of product dependent on recombinant DNA technologies, cell and gene therapies, RNA interference and human microbiome modification
- Emphasis on clinical trial phase-appropriate solutions

Tony Cundell, Principal Consultant, **Microbiological Consulting, LLC**

17.10 **Chairman's Closing Remarks and Close of Day One**

Register online at www.microbiologyeastcoast.com

MARKETING PARTNERSHIP OPPORTUNITIES
SMi Group is offering companies the opportunity to partner on our dedicated events in order to help raise your company profi le,add value, create awareness of your products/services to our key audience within the pharmaceutical industry. Interested in partnering? Contact Simi Sapal, Marketing Manager on +44 (0) 20 7827 6000 or email: ssapal@smi-online.co.uk

OFFICIAL MEDIA PARTNERS:

Pharmaceutical Microbiology East Coast

DAY TWO | 11th April 2019 www.microbiologyeastcoast.com

8.30 **Registration & Coffee**

9.00 **Chair's Opening Remarks**
James Drinkwater, Chairman, **PHSS,** Head of Aseptic Processing Technologies & GMP Compliance, **Franz Ziel GmbH**

RAPID MICROBIAL METHODS & ENDOTOXIN CONTROL

9.10 **Rapid microbial methods — a case study of implementation**
- The implementation of rapid methods in practice, how best to adopt these new methods and keep up with developments
- Validating the methods and conforming to regulatory requirements
- The issues surrounding the implementation of rapid methods and how to overcome them
- How to best tailor your implementation proposal in terms of validation of your rapid method

Andrew Bartko, Research Leader, **Battelle Memorial Institute**

9.50 **Industry perspective on automated endotoxin testing and process automation**
- Streamlining QC testing through automated endotoxin testing
- Advantages and disadvantages of automation
- New technologies for automated endotoxin testing and process automation
- Ensuring compliance with regulatory requirements

Clyde Schultz, Adj Professor, **University of Calgary** and Director Quality Assurance, **Celgene**

10.30 **Morning Coffee**

11.00 **Rapid Microbiology Methods — An Overview**
- Overview
- Regulatory Expectations
- Stumbling Blocks
- Looking forward

Christopher Day, Group Leader, **Bristol Myers Squibb**

STERILITY ASSURANCE

11.40 **Sterility Assurance Risk Management**
Sterility is one of the most critical quality attributes that all parenteral products must possess; yet, it is one of the most difficult to consistently and convincingly demonstrate to regulators. This presentation discusses:
- Demonstrating sterility towards regulators
- Integrated, cross-functional strategy implemented at Eli Lilly and Company's parenteral manufacturing facility in Indianapolis
- Evaluate and mitigate risk associated with the manufacturing process and environment

Frederic Ayers, Consultant Scientist, Sterility Assurance, **Eli Lilly**

12.20 **Networking Lunch**

DEEP DIVE - CASE STUDY

13.20 **Case study of environmental mold isolation in a controlled manufacturing facility**
- Area awareness and detection of atypical, low level recovery in a controlled environment
- Response to atypical, low level recovery in a controlled environment
- Manufacturing during atypical recovery in a controlled environment

Leslie Falco, Microbial Control Strategist, **Pfizer**

14.00 **Combining Genetics with Traditional Methods for Microbial ID**
- Summary of the Genetic Analysis Technology
  - Bacterial ID vs Fungi ID
  - Exceptions to the rules
- Traditional methods (Back to the basics case studies)

Elia Sanchez, QC Microbiology Sr. Manager, **Genentech**

14.40 **Progress and challenges in the design and clinical development of microbial therapies**
- The power of poop: Fecal microbiota transplantation for treatment of Clostridium difficile infection
- Leaky Gut Syndrome in autoimmune diseases – a potential target for therapy
- Success in a probiotic trial in Irritable Bowel Syndrome – a new therapeutic perspective targeting the dysbiosis and beyond
- Designing multi-targeted bacterial therapy – what tools do we need?

Shahram Lavasani, CEO, **ImmuneBiotech AB**

15.20 **Afternoon Tea**

RISK MITIGATION FOR MYCOPLASMAS AND ANIMAL SERA

15.50 **Mycoplasmas in biopharmaceutical and biotechnological processes: assessment of potential mycoplasma entry and growth as basis for mycoplasma contamination control and risk mitigation**
- Features of mycoplasmas with respect to their contamination potential
- Evaluation of potential mycoplasma entry into cell culture and manufacturing processes and subsequent growth
- Risk mitigation by mycoplasma testing: choosing a suitable detection method and an appropriate validation design based on risk assessments
- Lot release mycoplasma testing: avoiding false-positive and false-negative results

Renate Rosengarten, Professor and Chair of Bacteriology and Hygiene, **University of Veterinary Medicine Vienna**

16.30 **Management of risk in the use of animal sera**
- Certification of processes
- Testing for geographic testing
- Everything you need to know about Gamma Irradiation

Rosemary Versteegen, CEO, **International Serum Industry Association**

17.10 **Chairman's Closing Remarks and Close of Day Two**

Alternatively fax your registration to +44 (0)870 9090 712 or call +44 (0)870 9090 711

SUPPORTED BY:

HALF-DAY POST-CONFERENCE WORKSHOP A
FRIDAY 12TH APRIL 2019 | 08.30 - 12.30
BATTERY WHARF HOTEL, BOSTON, USA

Workshop Leader:
Ziva Abraham, CEO, **Microrite, Inc**

MOLD CONTAMINATION CHALLENGES

microrite, inc.

Overview:
In recent years Mold Contaminations and Recalls have been a focus of attention for the FDA. The wave of mold related inspections and recalls are in response to a deadly fungal meningitis outbreak linked to contaminated steroids from a now infamous compounding pharmacy and a wave of high profile recalls. A risk-based approach to mold is required in order to prevent a catastrophic outcome. There is no one solution for preventing, controlling and remediating mold contaminations. The same mold may be detrimental in one product but may have no clinical implication in another. Mold proliferation, prevention and control are not understood because there is a gap in mycological expertise within the pharmaceutical industry.
SMi invites you to attend this never before offered intensive workshop.

Why you should attend:
- All current cleanroom standards and GMP guidance's recommend or require a risked based monitoring approach. Additionally, there is an increase in regulatory observations related to lack of risk based environmental monitoring. This workshop will address the requirements and provide guidance on how to establish a risk based Environmental Monitoring Program.
- Multiple Case Studies will be utilized as examples related to deficient Environmental Monitoring Programs which have led to 483 observations, warning letters and data integrity issues.

Who should attend:
Senior Microbiologist, Lead Scientist, Laboratory Manager, QA Specialist Drug Substance External Manufacturer, Business Development Manager - Testing, Pharmaceutical Microbiology Consultant, Analytical Standards Specialist

About the Workshop leader:
Ziva Abraham is the President and Founder of Microrite, Inc., a California based consulting firm providing consulting and training services to pharmaceuticals, biotechnology, medical devices and in vitro diagnostics in the areas of quality assurance, quality control, microbiology, and validation. Ziva has over 25 years of academic, research, clinical and industrial experience in microbiology and quality assurance. Ziva has received her Master's Degree in Microbiology with a focus on Mycology and has conducted research on developing microbial insecticides using entomogenous bacteria and fungi for her PhD degree. Her career also includes founding and managing clinical laboratories for Maccabi Medical in Israel. She has trained personnel from various industries in microbiology techniques and methods. She uses her extensive experience to teach why assessing risk of microbial contamination should be in the forefront of any company that has products for human/veterinary use. Her experience in clinical laboratories has provided her with the framework to understand the effects of microbial contamination in products from a patient safety perspective.

About the Company:
Microrite is a San Jose, CA based consulting company helping pharmaceuticals, biotechnology, medical devices, In-Vitro Diagnostics and Combination products in the areas of Quality Assurance, Contamination control, Microbiology, Process Development, Process validation, Facility, Utility and Equipment Validation

Programme:

8.30 Registration & coffee

9.00 Workshop leader introduction

9.10 Understanding mold (hands-on exercise)
Understand mold classes, sporulation patterns and how easy to kill mold can switch its proliferation method where the spores are impossible to eradicate.
- This will be a hands on exercise using fungal reference texts and images
- This exercise will allow attendees to understand that no matter what method you use, you may not always have the correct identification
- Learn about the sources and proliferation methods of various cleanroom mold isolates and develop a prevention plan

9.50 Mold myths and facts
- Myths about disinfection and disinfectant qualification related to mold removal
- Understanding the fungicidal activity of various disinfectants used in the industry, how fungicidal label claims are established and why they could be misleading
- Cleaning practices that actually encourage mold growth

10.30 Morning coffee

11.00 Investigating mold contaminations
Often the risk of mold contamination is not addressed until contamination has happened!
- Understand why investigating and managing mold contamination can be difficult without proper knowledge of mold and controlled environments
- Points to consider when investigating mold contamination
- Why excessive cleaning and disinfection or fogging is not the solution when it comes to cleanroom contamination by mold

11.40 Clinical relevance of objectionable mold
Learn about what mold is objectionable via which mode of administration
- Guidelines on how to assess risk of mold in your product
- Understanding the level of risk and making changes to remediate the situation

12.20 Closing remarks

12.30 End of workshop

HALF-DAY POST-CONFERENCE WORKSHOP B
FRIDAY 12TH APRIL 2019 | 13.30 - 17.30
BATTERY WHARF HOTEL, BOSTON, USA

Workshop Leader:
James Drinkwater, Chairman, **PHSS**,
Head of Aseptic Processing Technologies & GMP Compliance,
Franz Ziel GmbH

MICROBIOLOGICAL CONTROL OF GMP USING VAPOUR PHASE HYDROGEN PEROXIDE BIO-DECONTAMINATION

Franz Ziel

phss

Overview:
VHP/ vH202 has been used in the pharmaceutical industry for many years initially in Isolator barrier technology but now in cleanrooms but the science and process have not always been fully understood or applied correctly. This lack of knowledge has led to increasing regulatory observations and a blog from the MHRA considering the Fragility of VHP that has challenged the pharma industry. This workshop closes the knowledge gap in science and requirements for CGMP compliance and explains current developments to meet process challenges for aseptic processing of biological products where H202 residuals may impact at low levels.

Why you should attend:
This workshop would benefit;
- Biological product development specialists who need to consider H202 residuals that apply in environmental control of processing areas hence may impact product
- Microbiologists involved in environmental control of CGMP classified/ controlled areas
- Validation/ qualification specialists involved in VHP cycle development and qualification
- Process engineers that need to consider the technical integration of VHP bio-decontamination
- Production operations that need to consider how to achieve short robust VHP cycles for effective operations

About the Workshop leader:
James Drinkwater is a pharmaceutical process engineer with additional education in pharmaceutical microbiology. Having spent 10 years in the pharma industry (Amersham-GE Healthcare) James had director roles at barrier technology and hydrogen peroxide vapor generator companies achieving subject matter expert status. Current roles include Head of GMP compliance and Aseptic process support for F Ziel GmbH, the largest Isolator and RABS manufacturer in Germany working on major filling line projects and independently an elected role as Chairman of the PHSS: Pharmaceutical & Healthcare Sciences Society and leader of the PHSS Aseptic processing, Aseptic-Containment and Annex 1 focus groups.

About the Company:
At F Ziel the role includes process integration of environmental control barrier systems with sterile product aseptic processing and support for GMP compliance including environmental control and monitoring risk assessments. The PHSS is a Not for Profit educational platform for GMP providing supportive guidance in the form of technical monographs, impact statements and Clarity on GMP guidance notes. PHSS provide workshop and training courses in the UK having a strong connection with the UK MHRA.

Programme:

13.30 Registration & Coffee

14.00 Opening remarks and introductions

14.10 Key points on Science of VHP bio-decontamination
- Vaporisation of H202, control of condensable vapor and impact on cycle time
- Hydrogen bonding characteristics and impact on gas distribution
- Scientific comparison of VHP and Dry Fog for applications in Isolators and Cleanrooms
- Applied science to optimise overall cycle time and efficacy

14.50 Addressing regulatory concerns in 'Fragility of VHP'
- Limitations of VHP penetration through protective layers/ spore clumps and impact on cycle Fragility
- MHRA Blog on Fragility of VHP – key considerations and discussion
- PHSS Clarity on GMP Guidance note: Assurance of Sterility for surfaces that contact product contacts parts
- Managing limitations of VHP and using the strengths for a robust CGMP compliant process

15.30 Afternoon Tea

16.00 Application of VHP bio-decontamination in Filling line barriers
- Process integration of a VHP bio-decontamination process
- Biological indicator pre-use qualification to reduce risks of unexpected BI positive growth
- VHP cycle development – improved practice to make the process efficient and with reduced risks of issues at site qualifications
- VHP bio-decontamination of material loads in support to Filling lines

16.40 Session 4 H202 residual biocompatibility with biological products
- Oxidizing potential of H202 and possible impact on biological products
- DoE: Design of Experiment studies to assess VHP/ H202 residual impact on biological products
- Analytical methods applied in H202 residual transfer studies
- Examples from VHP/H202 residual studies and product impact

17.20 Closing remarks

17.30 End of Workshop

PROUDLY SPONSORED BY:

ACC Description
Specializing in chromogenic and turbidimetric reagent technologies, Associates of Cape Cod, Inc. (ACC) has been a leader in endotoxin and (1→3)-ß-D-glucans detection products and services for nearly 45 years. ACC pioneered LAL testing methodology and was the first FDA licensed company to manufacture LAL reagents. **www.acciusa.com/acc/index.html**

bioMérieux, Inc. helps our clients unlock greater value from their organizations with expert consultation and a complete line of diagnostic solutions that enable more rapid, confident results. Clients benefit from improved productivity and profitability by minimizing errors and reducing time to result, as well as brand protection and safer and healthier consumer products. **www.biomerieux-usa.com/biopharma**

Charles River
For over 30 years, Charles River has helped customers bring products to market safely and efficiently with revolutionary technologies and exceptional services that have changed the way we conduct microbial quality control. Continuing with a passion to innovate and respond to customers' needs, our Microbial Solutions group has purposefully expanded its global portfolio to include the leading rapid microbial detection systems of Celsis®. Joining the trusted brands of Endosafe® endotoxin testing and Accugenix® microbial identification, Celsis® creates a powerful trio of micro QC solutions, the most comprehensive offering available from any single provider. **www.criver.com/microbialsolutions.**

DuPont Personal Protection
For a wide range of industries, processes must be kept clean and uncontaminated. DuPont materials are used to create a variety of clothing for these controlled environments with different levels of comfort, durability, breathability, and protection in a variety of styles, including coveralls, lab coats, gowns, hoods and booties.
www.dupont.com/products-and-services/personal-protective-equipment/controlled-environments-apparel-accessories.html

SPONSORSHIP AND EXHIBITION OPPORTUNITIES

SMi offer sponsorship, exhibition, advertising and branding packages, uniquely tailored to complement your company's marketing strategy. Prime networking opportunities exist to entertain, enhance and expand your client base within the context of an independent discussion specific to your industry. Should you wish to join the increasing number of companies benefiting from sponsoring our conferences please call: Alia Malick on +44 (0) 20 7827 6168 or email: amalick@smi-online.co.uk

SMi's upcoming Pharmaceutical Microbiology events:

PHARMACEUTICAL MICROBIOLOGY UK
21st-22nd January 2019, Copthorne Tara Hotel, London, UK

PHARMACEUTICAL MICROBIOLOGY WEST COAST
5th-6th June 2019, Hyatt Regency Mission Bay Hotel, San Diego

REGISTER BY 14TH DECEMBER FOR A $400 DISCOUNT



PHOTOS FROM PHARMACEUTICAL MICROBIOLOGY SERIES

Register online at www.microbiologyeastcoast.com

PHARMACEUTICAL MICROBIOLOGY EAST COAST 2019

Conference: 10th - 11th April 2019, Battery Wharf Hotel, Boston Workshops: 12th April 2019, Battery Wharf Hotel, Boston

4 WAYS TO REGISTER

ONLINE at www.microbiologyeastcoast.com

FAX your booking form to +44 (0) 870 9090 712

PHONE on +44 (0) 870 9090 711

POST your booking form to: Events Team, SMi Group Ltd, 1 Westminster Bridge Road, SE1 7XW, London, UK

Unique Reference Number	
Our Reference	P-296

DELEGATE DETAILS

Please complete fully and clearly in capital letters. Please photocopy for additional delegates.

Title: **Forename:**

Surname:

Job Title:

Department/Division:

Company/Organisation:

Email:

If you would like to continue to receive email updates about our events, please tick ☐

Company VAT Number:

Address:

Town/City:

Post/Zip Code: **Country:**

Direct Tel: **Direct Fax:**

Mobile:

Switchboard:

Signature: **Date:**

I agree to be bound by SMi's Terms and Conditions of Booking.

ACCOUNTS DEPT

Title: **Forename:**

Surname:

Email:

Address (if different from above):

Town/City:

Post/Zip Code: **Country:**

Direct Tel: **Direct Fax:**

VENUE Hyatt Regency Mission Bay Hotel, Boston, USA

☐ **Please contact me to book my hotel**
Alternatively call us on +44 (0) 870 9090 711, email: events@smi-online.co.uk or fax +44 (0) 870 9090 712

Terms and Conditions of Booking

Payment: If payment is not made at the time of booking, then an invoice will be issued and must be paid immediately and prior to the start of the event. If payment has not been received then credit card details will be requested and payment taken before entry to the event. Bookings within 7 days of event require payment on booking. Access to the Document Portal will not be given until payment has been received.

Substitutions/Name Changes: If you are unable to attend you may nominate, in writing, another delegate to take your place at any time prior to the start of the event. Two or more delegates may not 'share' a place at an event. Please make separate bookings for each delegate.

Cancellation: If you wish to cancel your attendance at an event and you are unable to send a substitute, then we will refund/credit 50% of the due fee less a £50 administration charge, providing that cancellation is made in writing and received at least 28 days prior to the start of the event. Regretfully cancellation after this time cannot be accepted. We will however provide the conferences documentation via the Document Portal to any delegate who has paid but is unable to attend for any reason. Due to the interactive nature of the Briefings we are not normally able to provide documentation in these circumstances. We cannot accept cancellations of orders placed for Documentation or the Document Portal as these are reproduced specifically to order. If we have to cancel the event for any reason, then we will make a full refund immediately, but disclaim any further liability.

Alterations: It may become necessary for us to make alterations to the content, speakers, timing, venue or date of the event compared to the advertised programme.

Privacy policy / Opt Out: For full details on our privacy policy please go to http://smi-online.co.uk/privacy-legals/privacy-policy. If you no longer wish to receive email updates you can opt out by going to the following webpage http://www.smi-online.co.uk/opt-out

EARLY BIRD DISCOUNT

- ☐ **Book by 14th December to receive $400 off the conference price**
- ☐ **Book by 31st January to receive $200 off the conference price**
- ☐ **Book by 28th February to receive $100 off the conference price**

CONFERENCE PRICES GROUP DISCOUNTS AVAILABLE

I would like to attend: (Please tick as appropriate)	Fee	TOTAL
☐ Conference & 2 Workshops	$2997.00	
☐ Conference & 1 Workshop ☐ A ☐ B	$2498.00	
☐ Conference only	$1999.00	
☐ 2 Workshops only	$998.00	
☐ 1 Workshop only ☐ A ☐ B	$499.00	

PROMOTIONAL LITERATURE DISTRIBUTION

☐ Distribution of your company's promotional literature to all conference attendees	£999.00	+ VAT	£1198.80

The conference fee includes refreshments, lunch, conference papers, and access to the Document Portal. Presentations that are available for download will be subject to distribution rights by speakers. Please note that some presentations may not be available for download. Access information for the document portal will be sent to the e-mail address provided during registration. Details are sent within 24 hours post conference.

DOCUMENTATION

I cannot attend but would like to Purchase access to the following Document Portal/Paper Copy documentation.	Price		Total
☐ Access to the conference documentation on the Document Portal	£499.00	+ VAT	£598.80
☐ The Conference Presentations – paper copy (or only £300 if ordered with the Document Portal)	£499.00	-	£499.00

PAYMENT

Payment must be made to **SMi Group Ltd**, and received before the event, by one of the following methods **quoting reference P-296 and the delegate's name. Bookings made within 7 days of the event require payment on booking, methods of payment:**

- ☐ **UK BACS** Sort Code **30-00-09**, Account **11775391**
- ☐ **Wire Transfer** Lloyds TSB Bank plc, 39 Threadneedle Street, London, EC2R 8AU
  Swift (BIC): **LOYDGB21013**, Account **11775391**
  IBAN **GB75 LOYD 3000 0911 7753 91**
- ☐ **Cheque** We can only accept USD checks Drawn on a US Bank.
- ☐ **Credit Card** ☐ Visa ☐ MasterCard ☐ American Express

SMi Group will apply surcharges to commercial cards
Please tick here ☐ if the card provided is not a commercial card

Card No: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Valid From ☐☐/☐☐ Expiry Date ☐☐/☐☐

CVV Number ☐☐☐ 3 digit security on reverse of card, 4 digits for AMEX card

Cardholder's Name:

Signature: **Date:**

I agree to be bound by SMi's Terms and Conditions of Booking.

Card Billing Address (If different from above):

VAT

VAT at 20% is charged on Document Portal & Literature Distribution for all UK Customers and for those EU Customers not supplying a registration number for their own country here

If you have any further queries please call the Events Team on tel +44 (0) 870 9090 711 or you can email them at events@smi-online.co.uk