

# IO BENELUX MEETING ANTWERP | 7-8 NOVEMBER 2019

## Attendee information

To be completed by the invitee:

<b>Title:</b> (as it appears on your passport)	<b>First Name:</b> (as it appears on your passport)	<b>Last Name:</b> (as it appears on your passport)
<b>Position:</b>	<b>Institution:</b>	
<b>Institution Address:</b>		
<b>Email Address:</b>		
<b>Mobile Telephone Number:</b>	<b>Date of Birth: (dd-mon-yyyy)</b>	

I will arrange my own travel (Note: Antwerp station is only 50 meters from the hotel so we highly recommend travelling by train)

Top section, only to be completed if you require your travel to be arranged

<input type="checkbox"/> OR: Please arrange all additional travel arrangements and contact me with regards to logistics.	<b>Preferred method of transport:</b>	<b>Preferred station of departure for train:</b>
	<input type="checkbox"/> Train* <input type="checkbox"/> Car <small>*Recommended - see note above</small>	

I agree that photos and/or videos of the event in which I can be seen or heard, may be published by Biocompatibles UK Ltd. and companies in the BTG Group in either printed materials and/or on the Internet (e.g. Company website and social media) and I waive my right to a compensation. I understand that this consent can be withdrawn at any time - even partially - by sending an email to [dpo@btgplc.com](mailto:dpo@btgplc.com) and that it is otherwise valid for an unlimited period. Such withdrawal shall not affect the lawfulness of the use of any pictures or photographs based on consent before its withdrawal.

I have read the following Data Privacy Notice and agree to the processing of my personal data to this extent.

All attendees, please complete this section below

<input type="checkbox"/> I require accommodation for night of 7 November
<input type="checkbox"/> I will require 'light lunch' on 7 November at 12:00 – 13:00 <input type="checkbox"/> I will attend the dinner on 7 November
<b>Please let us know if you have any dietary requirements:</b>
<b>I will attend the optional hands-on training 11:30-13:00 on 8th November</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No

**Data Privacy Notice:** Biocompatibles UK Ltd. will process your personal data in order to prepare your participation in the event and to carry it out and is therefore regarded as the data controller within the meaning of data protection law. This personal data includes in particular your name, details of your employer and your professional and private address. Your passport or identity card number and account details for any refunds may also be processed. Biocompatibles UK Ltd. will share this personal data with other companies in the BTG Group or external service providers if and to the extent necessary for the described purpose. In processing your data, Biocompatibles UK Ltd. will comply with applicable data protection laws, including the EU General Data Protection Regulation, and will take reasonable security precautions to protect your data from loss, misuse and unauthorised access. Without processing your personal data to the extent described above, your participation in the event will unfortunately not be possible.

With regard to the personal data collected from you, you have the following rights:

- **Right of access:** You can request access to your personal data at any time.
- **Right to rectification:** You have the right to obtain without undue delay the rectification of inaccurate personal data.
- **Right to restriction of processing and erasure:** You have the right, under certain conditions, to request a restriction of processing or the erasure of personal data concerning you.
- **Right of withdrawal:** Should you decide at a later date not to participate in the event, you can revoke your consent at any time. In this case, no further personal data will be collected from you and the data already collected will be deleted unless there is other legal permission for further use.
- **Right to data portability:** You have the right to receive the personal data concerning you that you have provided in a structured, machine-readable format. This data can either be provided to you or, as far as technically possible, to a third party named by you.

To exercise the above rights or if you have any questions or concerns regarding the processing of your personal data, you can contact the BTG Data Protection Officer at any time ([dpo@btgplc.com](mailto:dpo@btgplc.com)). In addition, you have the right to lodge a complaint with the competent supervisory authority: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom, Helpline +44 303 123 1113, [casework@ico.org.uk](mailto:casework@ico.org.uk).

<b>Signature:</b>	<b>Date:</b>
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If you do not have a digital signature or prefer to sign manually, please print the completed form, sign it manually and then scan or photograph the form to create a digital copy you can save for your records and email to BTG.

Once this form has been digitally completed and signed, please save a copy for your records and return to [benelux.events@btgplc.com](mailto:benelux.events@btgplc.com) as soon as possible.

Some browsers will support automated return by using this submit button.

**SUBMIT  
FORM**