

Administration Details

Conference Fees

£175 + VAT (£205.62) (BIFM Members
£120 + VAT (£141)). ROI delegates rates will be
as per the above but payment can be received in
Euros. Please send a cheque or official purchase
order. If sending a cheque, this should be made
payable to 'BIFM'. Confirmation of booking will be
forwarded upon receipt of reservation slip and
payment.

Reservations

Bookings can be made by sending this form to
BIFM, 67 High Street, Saffron Walden, Essex CM10
1AA. Applications can also be faxed to 028 9073
6970.

Refreshments

Lunch and all conference material included in the
price.

Venue

W5 is situated within The Odyssey, Queens Quay
and car parking facilities adjoin the centre. Central
Railway Station and Belfast City Airport are five
minutes by taxi.

Enquiries & Membership Details

Can be made to Wilton Farrelly (028 9073 6950),
Kerry Newman (028 9056 2677) or Sid Seymour
(07989 948558 or sid.seymour@virgin.net), .

Cancellation

Fees (less an administration charge of £20.00 +
VAT) are refunded only if notification is received
10 working days before the event. Replacement
delegates are permitted.

Notes

- The organisers reserve the right to vary the
speaker and content within the overall objectives
of the programme.
- The organisers accept no responsibility for

Timetable

0900	Exhibition opening Registration and Coffee
1000	Opening of Conference Chairperson Ian Fielder
1005	Managing an FM Estate by Extranet John Swift
1040	Making Planned Maintenance Pay Peter Chapman
1120	Coffee Break
1140	Understanding Whole Life Costs and Issues Debbie Millican
1225	Setting Up and Running a Help Desk Nigel Carson
1310	Lunch
1400	Humanising Workplace Management Neil Usher
1445	Coffee Break
1500	How Green is Your Facility? George Dawson
1550	Event Close



Invitation

**British Institute of
Facilities Management**



**6th Ireland Region
Facilities Management
Conference and Exhibition**



**W5, The Odyssey
Belfast**

Friday 22nd March 2002

In Partnership with



**The event for all those with an
interest in Facilities and Estate
Management**