

Appendix B - Key Employees Register

The very nature of a trade association is to help 'oil the wheels' of industry. Much of this relies on the supply of information, networking opportunities and other services to members. We cannot provide these services without knowing who the employees within the Applicant Company are. Membership of AEV may be at corporate level, but many of the benefits provided by the association are realised at an individual level, such as advice, training, networking opportunities etc, so please provide us with as many contacts as possible. **If your application for membership is successful, AEV will send a welcome email to every person listed below, introducing them to AEV and asking them what services they would like to receive, and those they would not.**

- If the same person fulfils more than one job function as listed below then please include their name next to all job functions relevant to them.
- We assume employees are at the main address listed on the application form unless stated. If not please indicate which alternative address they are based at (by number) in the final column, and complete alternative address(es) below.

Function	Job Title (please amend if not exactly correct)	Employee Name	Email Address	Direct Dial Number or Extension	Main or Alternative Address
Example:	Chairman	John Smith	Johns@anyco.com	X 2345	Main
Senior Management	Chairman				
	CEO				
	MD				
	PA to MD				
Finance	CFO				
Sales	Sales Director				
Marketing	Marketing Director				
Operations	Operations Director				
HR/Training	HR Director/Manager				
PR/Company News	PR Director/Manager				
Event Direction	Event Director/Manager				
	Event Director/Manager				
	Event Director/Manager				
	Event Director/Manager				

Alternative Address 1: _____

Alternative Address 2: _____

(If further alternative addresses required, please complete and attach a continuation sheet)

Data Protection Act

The information supplied will be held electronically by the AEV secretariat. The AEV collects personal data with a view to supplying you with information about products and services that are relevant to you. We may wish to send you advertising or promotional material about products and services offered by the AEV [], other companies within the EIA group [], members of the AEV [], members of other companies within the EIA group [] or by other third party organisations []. If you do not wish to receive such information please tick the appropriate box. We strongly recommend you do not opt out of receiving information from the AEV and aeo group of companies as this will seriously restrict our ability to provide trade association services to you.