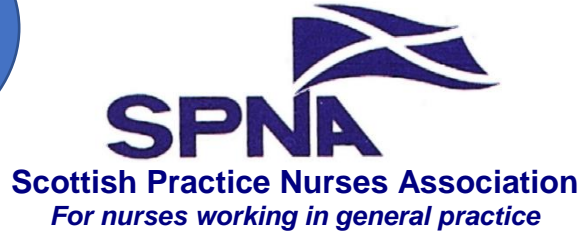


ONLY £35
EARLY BIRD PRICE
UNTIL 1 MAY 2020



SPNA ANNUAL CONFERENCE BOOKING FORM 2020

Name:
Address:
Contact Number:
Email address:

Dietary requirements: please indicate

Vegetarian | Vegan | Halal | Allergy | Other

Payment methods (please indicate your choice of payment method)

- Cheque included with booking form**
please make cheques payable to "Scottish Practice Nurses Association"
- *Invoice / BACS**
An invoice will be sent to you to allow you to pay by BACS. If you wish an invoice to be sent to the practice then please complete details below. Please use invoice number as payment reference. **All invoices must be paid prior to the conference.**

Invoice to be addressed FAO:
Address (if different from above):

Terms & Conditions

1. Registrations can only be accepted on receipt of a completed registrations form. Completion of this registration form constitutes a legally binding agreement and you must sign agreeing to the terms and conditions in order for your booking to be processed.
2. Places are allocated on a first-come-first-served basis.
3. Your place is not guaranteed until you have received confirmation from SPNA. Confirmation will be sent to you within 14 working days of receiving your booking.
4. SPNA cannot be held responsible should your registration form not be received.
5. A receipt will be issued on receiving full payment.
6. All cancellations must be made in writing to spna@rcgp.org.uk cancellations received up to 4 weeks before the conference will be granted a full refund, minus a £10 administration fee. Cancellations made less than 4 weeks before the conference will not be granted a refund – the SPNA will retain the full cost of the conference fee.
7. Refunds will not be granted for failure to attend. However, substitute delegates will be accepted but please notify the organiser in writing with any name changes.
8. All payments must be received before the conference date. Please note that once this registration is accepted, you/your organisation will be liable for the charges, including cancellation fees.
9. If you have not heard from us 14 working days after sending your completed form or 14 days before the start of the course, it is your responsibility to contact us to ensure your place is booked.

By signing this form, I confirm I have read and agree to the terms and conditions above.

Signature: **Date:**

Please return completed form with payment to:

John Anderson, SPNA Administrator, 25 Queen Street, Edinburgh, EH2 1JX
Or email form to: spna@rcgp.org.uk
Telephone 0203 188 7752