NAPCE Workshop Series: Transforming Education

5th & 6th May 2010

Milton Hill House, Steventon, Oxfordshire

napce
National Association of Primary Care Educators UK
Supporting Primary Care Educators

How to book	Fax the booking form to 0161 796 1213	Download a form from www.napce.net and email to jane@napce.net	Post this form to: NAPCE, DTE House, Hollins Mount, Bury, BL9 8AT Tel: 0161 796 1212

PLEASE READ OUR TERMS AND CONDITION BEFORE SENDING YOUR APPLICATION FORM.

Your details (Please complete a new form for each delegate)
Information provided will be used on the delegate list.

Dr, Mr, Mrs, Ms:
First Name:
Surname:
Educator Role:
Region:
Telephone:

Invoice Address: (Please note our terms and conditions)

Purchase order if available
Organisation:
Address:
Postcode:

Please write your address clearly as confirmation will be sent by email

Email:

Dietary Requirements (please specify)

i.e. vegetarian, vegan, gluten/wheat free:

PAYMENT METHOD

☐ **By cheque:** Please send your payment to the conference administrators at the above address and make all cheques payable to: "NAPCE"

☐ **By invoice:** Please send an invoice to address above:

COSTS:

Lunch and Refreshments are included in cost.	Cost per delegate	Please tick
Developing Education Workshop 5th May 2010	£ 120.00	
Leading Education Workshop 6th May 2010	£ 120.00	
2 Day Workshops 5th & 6th May 2010	£ 240.00	

Authorised Signature: _____
Print Name: _____
Position: _____

By signing this booking agreement I confirm I have read and agree to the terms and conditions over.

TERMS AND CONDITIONS

Bookings

1 An email will be sent within 3 working days confirming receipt of your application. If you do not received confirmation within 7 days of submitting your application please email us.

Invoices:

1. Payment must be received at the NAPCE offices by the date specified on the invoice.
2. Bookings are not secure until payment is received.
3. Should an invoice have to be re-issued due to a purchase order not being supplied or the incorrect invoice address being given an administration fee of £ 15.00 will become applicable in each instance.

Cancellations

1. All cancellations must be received in writing, by post, fax or email.
2. Cancellations received in writing up to 1st March 2010 are subject to a cancellation charge of £20.00 (twenty pounds).
3. Cancellations received in writing between 1st March 2009 and 4th April 2010 are subject to a cancellation charge of £60.00 (sixty pounds).
4. Cancellations received in writing from 5 April 2010 cannot be refunded, however substitute delegates are welcome if NAPCE receive note of this no later than one week prior to event.

For more information contact Jane Whitworth on 0161 796 1212 or email jane@napce.net