

## “Appraisal, You and the White Paper”

6<sup>th</sup> and 7<sup>th</sup> March 2008  
Hilton Hotel, Leicester

*The fifth national appraisal conference will be held in Leicester for both primary and secondary care doctors and those involved in appraisal, to share best practice and develop the quality of appraisal, organised by NAPCE and NCGST*

The conference will consist of a series of keynote speakers and workshops that will explore how to examine evidence and deliver consistently high quality appraisal in the light of the work that has followed on from the White Paper “Trust, Assurance and Safety”

Workshops will offer opportunities for appraisers, appraisal leads and administrators to develop skills and ideas to develop appraisal in their own organisations.

### Keynote Speakers include:

Finlay Scott  
Chief Executive, General Medical Council

Professor Ruth Chambers  
Professor of Health Development, Staffordshire University

Dr Maurice Conlon and Dr Nick Lyons  
UK Appraisal and Revalidation Support

Sian Thomas  
NHS Employers



**NAPCE**  
NATIONAL ASSOCIATION OF PRIMARY CARE EDUCATORS



**NHS**  
Clinical Governance Support Team

## **Workshops**

Workshops already accepted include:

- "Experiences from the field: the Leicester Statement"
- "Assessing and Training Appraisers"
- "Communication Skills in the Appraisal"

Submissions for further workshops are invited by 15<sup>th</sup> December 2007 and these should consist of brief outlines of approximately 500 words that include:

- Title of workshops
- Aims of the sessions
- Equipment required

## **Posters**

Posters are also invited in standard conference format and if you are interested in submitting a poster then please contact the conference organisers for more details.



Clinical Governance Support Team



NAPCE  
NATIONAL ASSOCIATION OF PRIMARY CARE EDUCATORS

# National Appraisers Conference

Thursday 6th & Friday 7th March 2008

## Conference Registration

### How to book

Fax the booking form to  
0161 796 1213

Download a form from  
www.napce.net/events or  
www.cgsupport.nhs.uk and  
email to napce@napce.net

Post this form to:  
NAPCE, DTE House, Hollins Mount,  
Bury, BL9 8AT  
Tel: 0161 796 1212

**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:

Job Title:

Region:

Telephone:

Address:

Postcode:

Email:

### Name Badge

How would you like your name to appear on your badge?

i.e. David Smith / Dave Smith

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

Please specify any dietary requirements:

### PAYMENT

**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:

Purchase order if available

Organisation:

Address:

Postcode:

**COST** Please indicate which package you require.

**Conference Package 6th & 7th March 2008 Total £ 550.00** inclusive of single room accommodation, all conference meals and refreshments

**Day Delegate Rate £ 200.00 per day** inclusive of lunch and refreshments.

**Day Delegate 6th March 2008 Time: 09:00 – 17:30**

**Day Delegate 7th March 2008 Time: 09:00 – 16:00**

### TERMS AND CONDITIONS

- Discounts**
1. Discounts are only applicable to bookings for the full conference package received at the NAPCE offices no later than 31<sup>st</sup> December 2006.
  2. Payment must be received with the booking or by the date specified on the invoice or full fees will become payable.

- Bookings**
1. Bookings will not be accepted unless a form has been completed and authorised.

- Cancellations**
1. All cancellations must be received in writing, by post, fax or email.
  2. Cancellations receiving in writing up to 31<sup>st</sup> December 2007 are subject to a cancellation charge of £ 75.00 (seventy five pounds).
  3. Cancellations receiving in writing between 1<sup>st</sup> January 2008 and 31<sup>st</sup> January 2008 are subject to a cancellation charge of £ 150.00 (one hundred and fifty pounds).
  4. Cancellations received in writing from 2<sup>nd</sup> February 2008 cannot be refunded, however substitute delegates are welcome if NAPCE receive note of this prior to event.

### Please Note:

Delegates who have registered but have not paid and cancel are still liable for the cancellation fees as above.

Delegates who do not arrive at the conference and have not paid are still liable for the full conference fee.

Disclaimer: In the event that the conference is cancelled the NAPCE or NCGST cannot accept liability for any expenses incurred prior to the event.

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