**Booking Form**

**HCA Workshop 2018 - ‘How Best to Care’**

**Please tick the HCA workshop you wish to attend:**

Tuesday 22 May 2018 - Sue Ryder Hospice, Leckhampton, Gloucestershire

Tuesday 26 June 2018 - Imber Court, Esher, Surrey (hosted on behalf of Princess Alice Hospice)

Tuesday 3 July 2018 - Douglas MacMillan Hospice, North Staffordshire

|  |  |
| --- | --- |
| Full Name | Job Title |
| Job Title |  |
| Organisation |  |
| Email Address |  |
| Contact Number |  |
| Dietary Requirements |  |
| Special Access Requirements |  |
| Invoice Address |  |
| Email Address to send invoice  *(if different from the above)* |  |
| Additional information |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| By signing this, you are agreeing to the Registration Terms and Conditions overleaf and for an invoice of £70.00 to be sent to you for the cost of attending the HCA Workshop. | | | |
| Signed: |  | Name: |  |

**Declaration**

*Please complete and return this booking form to* [*events@compleatconference.co.uk*](mailto:events@compleatconference.co.uk)

**Registration Terms and Conditions**

**HCA Workshop 2018**

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1. **PAYMENTS AND CONFIRMATION OF BOOKING**

An invoice will be raised and payment of your registration fee should be made by bank transfer. All payments must be in pounds sterling. Once details of your booking have been received you will be sent an email confirmation of booking.

If you are paying by International Bank Transfer please note that all charges must be paid by you, the remitter. These charges can be reduced by ensuring you use the IBAN and BIC numbers and these can be provided upon request.

Please note that payment must be made within 15 days of issue of invoice.

**2. CANCELLATIONS & CHANGES TO BOOKINGS**

**2.1 Cancellation of the event by the National Association for Hospice at Home (NAHH)**

The event may be cancelled by the NAHH at any time at its sole discretion. If such cancellation is as a consequence of circumstances beyond the control of the NAHH, any refund of event registration fees will only be made after those fees have been applied to meet any irrecoverable costs in relation to the event which the NAHH has incurred and for the avoidance of doubt this means that there may be no refund available. Save for provision as to refund of event registration fees as detailed above, in any situation where the event is cancelled, the NAHH is not liable for any loss or damage incurred by the registrant.

**2.2 Cancellations by registrants**

Any booking cancellation must be confirmed in writing to the conference organiser Compleat Conference Company Ltd at [events@compleatconference.co.uk](mailto:events@compleatconference.co.uk). We regret that no refunds are available.

**2.3 Transfer of bookings**

We will be happy to transfer a confirmed booking to another delegate at any time up to 2 days before the day of the event, provided we receive written notification by email to the event organiser via [events@compleatconference.co.uk](mailto:events@compleatconference.co.uk). The original registrant must make this request using the email address used by them when they made the original booking. A request for transfer must include the following details: name of transferee, their job title, address, phone number and email address. We will not resend any event information or materials to the transferee that has already been despatched to the original registrant. Transfers of bookings on the day before or the day of the event will normally only be permitted if the proposed transferee produces some written confirmation of the requested transfer from the original registrant, but such transfers will in any event be at the sole discretion of the NAHH on the day.

**3. PROGRAMME CHANGES**

Whilst the programme is correct at the time of going to press, the NAHH reserves the right to make changes to the programme, location and/or speakers without prior notice, and at its sole discretion.

**4. FILMING & PHOTOGRAPHY**

Please note that the event may be photographed and/or filmed. Acceptance of these terms and conditions is deemed to include your agreement to being photographed/filmed during the event and to use of the resulting images by the NAHH and its agents for promotional purposes.

**5. GENERAL**

You must comply with any direction or requirement of the NAHH, its agents, or of the owners or managers of the event venue, and with any statutory regulations applicable to the event or the venue.

**6. DIETARY REQUIREMENTS NOTE**

The NAHH, Compleat Conference Company Ltd and venue caters cannot be held liable for any allergic reaction when they have not specified dietary requirements to the required timescale and subsequently have a problem caused by an adverse reaction.

**7. DATA PROTECTION POLICY**

The NAHH and Compleat Conference Company Ltd will use the information you provide on your booking form, and any additional information you may subsequently provide to us in connection with your booking, for administering our events. We will not disclose this information to any other person or organisation, except in connection with the above purpose. All participants are provided with a list of their co-participants names, job title and organisation but no further details.

***January 2018***