

Delegate Booking Form

How to book:

Fax: 01886 884199 **Email:** info@medicolegalmanagement.co.uk

Post: Medico-Legal Management Ltd, Hopton Corner House, Alfrick, Worcester. WR6 5HP

Delegate Details:

Mr. Mrs. Ms. Dr. Prof.

Tick as appropriate

First Name: _____

Last Name: _____

Job Title: _____

Department: _____

Organisation: _____

Address: _____

Postcode: _____

Telephone: _____

Fax: _____

Email: _____

Payment Details:

By cheque:

A cheque enclosed for £ _____

Please make payable to Medico-Legal Management Ltd

By BACS: Medico-Legal Management Ltd

Account no: 53984494

Sort code: 20-01-09

I agree with the terms & Conditions of booking

Signature _____

Date _____

Terms & Conditions of Booking

If you have not received confirmation of your booking seven days after registering please contact us on 0845 116 6802. On receipt of your booking, Medico-Legal Management will send a VAT receipt for your payment. Please note that full payment must reach Medico-Legal Management before the conference takes place for admission to be given.

Cancellations and Substitutions

Cancellations must be confirmed in writing ten working days before the conference and each delegate is liable for a £50 administration fee. Cancellations received after this date will be liable for the full fee and course notes will be sent to you. No refunds will be given. Delegate name changes made at any time at no extra charge.

Indemnity

Occasionally it may be necessary to change the content and timing of the programme, speakers or venue due to circumstances beyond our control. We reserve the right to cancel the conference if absolutely necessary and issue a full refund of conference fees. Medico-Legal Management accept no liability if, for whatever reason, the conference does not take place.

Data Protection Act

Medico-Legal Management will retain your details on our database to enable us to process your booking, for accreditation purposes and so we can update you with future conferences.