THE ROYAL COLLEGE OF ANAESTHETISTS CHURCHILL HOUSE 35 RED LION SQUARE LONDON WC1R 4SG
THE EVENTS DEPARTMENT events@rcoa.ac.uk 020 7092 1500 www.rcoa.ac.uk/events

APPLICATION FORM

Please complete this form in BLOCK CAPITALS and return to the Finance Department at the above address or via fax (020 7092 1733).

Your details

Full name:

College Reference Number (CRN):

GMC Number:

Address:

Postcode:

Please ensure you complete your full postal address.

Is this your main mailing address? Yes No

Telephone:

Email:

Hospital:

Event details

Date: D D M M Y Y

Code:

Event Title:

Registration fee: £

Payment details (please use BLOCK CAPITALS)

A cheque is enclosed made payable to The Royal College of Anaesthetists.

I wish to pay by the following debit/credit card:

VISA DELTA Maestro MasterCard

Cardholder's name:

Signature:

Card Number:

Valid from: Expiry date:

Issue number: Security code:

Terms and conditions

- Additional copies of this form can be downloaded from www.rcoa.ac.uk/docs/meetings.pdf.
- Members of the Senior Fellows Club can attend events at half price.
- Bookings will be accepted on a first come, first served basis.
- Please be aware that programmes are subject to change and you should check the College website for regular updates.
- Our events are open to all grades of anaesthetists, unless specifically stated otherwise.
- When an event is full, this will be publicised on the website. To be placed on a waiting list, please contact the Events Department on 020 7092 1670. We will then contact you as soon as a place becomes available.
- All of our events have CPD approval of five credits for a full day and three credits for a half day, with the exception of FRCA revision courses, which carry a maximum of 15 credits, for non-trainees only.
- Lunch is included in the registration fee unless otherwise indicated.

Booking and payment

- Bookings will be accepted by post or fax only on a first come, first served basis.
- Bookings will not be accepted unless the appropriate fee and application are received together.
- Please note that places are not reserved until payment is received.
- Confirmation of a place will be sent to you within 14 days of payment being received. If you do not receive this, please contact the Events Department.

Cancellation policy

- Notice of cancellation must be given in writing to the Events Department or by email to: events@rcoa.ac.uk at least ten working days prior to the event to qualify for a refund.
- All refunds are made at the discretion of the College and are subject to the deduction of an administration fee.
- Delegates cancelling less than ten days before the event will not be entitled to a refund.
- The College will accept name changes for attendees; please inform the Events Department seven days prior to the event.