

# Please complete and return this form to:

Finance Department, The Royal College of Anaesthetists, Churchill House,  
35 Red Lion Square, London WC1R 4SG **Switchboard:** 020 7092 1500 **Fax:** 020 7092 1733 **email:** events@rcoa.ac.uk

ADDITIONAL FORMS ARE AVAILABLE TO DOWNLOAD FROM OUR WEBSITE

## Your details

Full name:

**Please use BLOCK CAPITALS.**

College Reference Number (CRN):

GMC Number:

Address:

Postcode:

**Please ensure you complete your full postal address.**

Telephone:

Email:

This address is (tick one only):  Temporary  Permanent

Date of Birth:

Present appointment and hospital:

## Event details

*(members of the Senior Fellows Club can attend meetings at half price)*

Date:

Code:

Event Title:

Registration fee: £

How did you hear about this event?

- ❖ 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 put 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 points for a full day and three points for a half day, with the exception of FRCA revision courses, which carry a maximum of 15 points, for non-trainees only.
- ❖ Lunch is included in the registration fee unless otherwise indicated.
- ❖ This generic application form is to be used for all events. Further copies of the form are available from the College website.
- ❖ Our events are open to all grades of anaesthetists, unless specifically stated otherwise.
- ❖ 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.
- ❖ 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 at least seven days prior to the event.

### Cancellation policy

### Booking and payment

- ❖ Bookings will be accepted on a first come first served basis.
- ❖ Bookings will not be accepted unless the appropriate fee and

## Payment details

By cheque. A cheque for £  is enclosed (Sterling cheques should be made payable to 'The Royal College of Anaesthetists')

By credit/debit card. Please debit my card by £  (tick appropriate box):



Cardholder's name:

Signature:

**Please use BLOCK CAPITALS.**

Card number:

Valid from:

Expiry Date:

Issue number (if applicable):

Security Code:

Further information – [www.rcoa.ac.uk](http://www.rcoa.ac.uk)