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| **Registration Form**  Monday 19 – Tuesday 20 September 2022  **John McIntyre Conference Centre,**  **Pollock Halls, Edinburgh**  Please complete and email to dawn.campbell@ed.ac.uk by **Friday 2 September 2022**  or, if sending with a cheque, post to: Dawn Campbell, University of Edinburgh, Room S8208, 2nd Floor, Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh EH16 4SA   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Delegate Details | | | | | | **Title:** |  | | | | | **First name:** |  | | | | | **Surname:** |  | | | | | **Job title:** |  | | | | | **Organisation:** |  | | | | | **Address:** |  | | | | | **Postcode:** |  | | **Telephone:** |  | | **Email:** |  | | | | | **Special dietary requirements:** | |  | | |  |  |  |  | | --- | --- | --- | | Booking Details | | | | **Nurse/AHP/Other** | **Trainee** | **Consultant** | | **Forum £70** | **Forum £120** | **Forum £170** | | **Forum and Dinner £120** | **Forum and Dinner £170** | **Forum and Dinner £220** | | *All prices are inclusive of VAT, where applicable. One day rates are available on request – please contact dawn.campbell@ed.ac.uk* | | |  |  | | --- | | Payment |  |  | | --- | | ***Please tick one of the following*** *(see next page for further instructions)* | | **I have paid by debit/credit card** *(using epay at:* ***https://edin.ac/3w4YyD1****)*  **OR**  **I enclose a cheque (payable to University of Edinburgh) for:**  Forum (Nurse/AHP/Other £70 • Trainee £120 • Consultant £170)  Forum and Delegates’ Dinner (Nurse/AHP/Other £120 • Trainee £170 • Consultant £220)  ***Payment is due in advance of the Forum.***  ***Your booking will not be confirmed until your payment has been received.*** |      |  | | --- | | Cancellation policy | | A full refund for cancelled places will only be given if we are informed by email **at least 7 days prior** to the event. No refund will be given to places cancelled **less than 7 days** prior to the event or to **no shows** on the day. |   **Payment options**  **Payments by debit/credit card:**  Complete the online Registration Form and make your payment using the epay facility which can be accessed here:  [**https://edin.ac/3w4YyD1**](https://edin.ac/3w4YyD1)   1. Once payment has been made, you will receive an automated email to confirm that your payment has been accepted (please note that this may take a few minutes to come through). 2. Once your payment has cleared in our account, we will email you confirmation of your booking along with the venue location map and a list of suggested hotels nearby.   **Payments by cheque:**   1. Complete your Registration Form and post it along with your cheque (payable to University of Edinburgh) to Dawn Campbell, University of Edinburgh, Room S8208, 2nd Floor, Royal Infirmary of Edinburgh, 51 Little France Crescent, Edinburgh EH16 4SA 2. Once payment has been made, we will email your receipt of payment and confirmation of your booking along with the venue location map and a list of suggested hotels nearby.   *Please note: we are unable to invoice your hospital/Trust/organisation in advance of payment.*   |  | | --- | | **For internal use only** | | **Registered** A  D | | **Payment** Credit card  Date paid  Cheque  Cheque number Date paid | | **Confirmation sent** | |