

RCOG Basic Practical Skills in Obstetrics and Gynaecology Tuesday 16 – Wednesday 17 November 2021

ZIB

BOOKING FORM

Book online at www.rcog.org.uk/events for a £10 discount and instant confirmation

FEE	Standard Rate
Standard Rate	£741.00

To verify which rate you qualify for, please visit www.rcog.org.uk/events or contact the Events Team on +44 (0) 20 7772 6245. Prices indicated here are inclusive of VAT at 20%.

Please tick this box to say you have read and agree to the terms and conditions

PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

College No. (if applicable) _____

Sex: M F

Title (Prof/Mr/Mrs/Ms/Dr etc) _____

Forename(s) _____

Surname _____

Department _____

Hospital _____

Consultant Trainee GP SAS Doctor Medical Student

Retired Fellow/Member Allied Healthcare Professional Other _____

Special dietary needs: None Vegetarian Halal Other _____

Special requirements: None Latex allergy Wheelchair access Hearing loop

ADDRESS FOR CORRESPONDENCE

House Name/Number and Street _____

Town _____

County _____ Postcode _____

Country (if not UK) _____

Daytime telephone number _____

Email address _____

HOW DID YOU HEAR ABOUT THE CONFERENCE?

- Email from RCOG RCOG News Social Media TOG/BJOG
- Specialist UK Society mailing Colleague *Other website
- *Other external event

*If you ticked "other" please tell us which: _____

- Please tick if you do NOT wish your hospital details to appear on the list of participants to be circulated at the conference
- Please tick if you would NOT like to be contacted about future RCOG conferences and courses (please note this does NOT exclude you from other RCOG mailings and standard publications)

PAYMENT

You can pay online using a credit/debit card via our website on the individual event page.

If you are unable to pay online, please contact the Events Teams on +44 (0)207 772 6245

We regret we cannot accept payment by American Express or Visa Electron.

All fees must be paid in full before the meeting. The RCOG reserves the right to refuse admission in the event of non-payment.

REQUESTING AN INVOICE

To request an invoice, complete the event booking form and email it to Events Team on events@rcog.org.uk together with a letter from your organisation approving to be invoiced for the event fee. This letter should contain the following information and will only be accepted if it is on official headed paper:

- Purchase order number
- Name of event
- Name of delegate attending the event
- The total amount to be invoiced for
- Name, address, telephone and email of the person the invoice should be sent to

Please note: We are unable to accept any invoice requests **6 weeks prior the event**. This is because of the time it takes to process invoices. All invoices **must be paid in full** by the event date in order for the delegate to attend; if we have not received payment by this date, we will ask the delegate for payment on arrival at the College.

Alternatively, if your trust has a credit card, payment can be made via this method by the credit card holder contacting the RCOG Events Team on +44 (0)20 7772 6245 with the following information:

- Name of event
- Name of delegate(s) attending the event

GENERAL INFORMATION AND TERMS AND CONDITIONS

Fee and payment

Fees must be paid in full before the first day of the meeting. The RCOG reserves the right to refuse admission in the event of non-payment.

The fee includes refreshments, lunch, admission to the lectures and any technical exhibitions.

Payment may be made by debit/credit card via our website at www.rcog.org.uk/events

Places booked by post or telephone will be confirmed within 14 days of receipt of payment. You are not guaranteed a place until you receive this confirmation.

Booking online provides you with immediate confirmation of your place and receipt of payment by email.

If you have not received confirmation of your place before the start of the event, please telephone the Events Team on +44 (0)207 772 6245.

All registered retired Fellows and Members of the RCOG are entitled to a 50% discount on the member rate registration fee (please state if you are retired at the time of booking).

Venue and Correspondence

RCOG, 10–18 Union Street, London, SE1 1SZ
Tel: 020 7772 6200 Fax: 020 7772 6388

Train/ Underground London Bridge Station - 10 minute walk

Cancellations

Cancellations must be received in writing by **Tuesday 19 October 2021**, and be accompanied by a copy of your confirmation letter and receipt. An administrative charge of £50.00 will be made on all cancellations received before or on the above date. We regret the College cannot refund fees after the above date. Substitutions are welcome at any time.

In the unlikely event the course is cancelled by the RCOG, we regret we are unable to refund any travel and/or accommodation costs that have already been incurred by the delegate, or any administration charges relating to cancellation of travel tickets or accommodation.

Data Protection Act

The details you provide on this form will be held and processed in order to administer your registration. Your name, department, hospital name and town will be included on the list of participants that will be issued to delegates, speakers, sponsoring companies and other interested parties involved in the conference.

We will keep your contact details on record in order to inform you of future RCOG conferences and courses. If you do not wish your details to be used in this manner, please tick the appropriate boxes on the registration form.

For full terms and conditions please visit www.rcog.org.uk/events/terms-and-conditions

Accommodation

Please visit www.rcog.org.uk/events/accommodation for local accommodation and delegate rate information.



Royal College of
Obstetricians &
Gynaecologists

REGISTER TODAY

www.rcog.org.uk/events **t** +44 (0)20 7772 6245

Events Team

Royal College of Obstetricians and Gynaecologists
10 – 18 Union Street, London, SE1 1SZ
Registered Charity No: 213280