

Tuesday 1 October 2019

BOOKING FORM

FEE

 £120.00 Standard Rate

To verify which rate you qualify for, please visit www.rcog.org.uk/events or contact the Conference Office on +44 (0) 20 7772 6245. Prices indicated here are inclusive of VAT at 20%. Payment must be sent with this form to confirm your place.

 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 Staff and Associate Specialist Doctor Medical Student Retired Fellow/Member Allied Healthcare Professional Other (please state) _____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 _____

WORKSHOP SESSIONS

Please select **one workshop in each session**, depending on your relevant tier.

Tuesday 1 October 2019

Session A
10.15am until 11.30am The new CPD for consultants and specialty doctors Improving the workplace culture: trainee welfare and education What is new in advanced training skills modules (ATSMs) How to improve training in your regionSession B
11.45am until 1.00pm Beyond aviation: teaching human factors in O&G Trainees requiring professional support What is new in subspecialty training? Leadership skills for senior educators

Session C
2.30pm until 3.30pm

- Rota issues, exception reporting: guardian of safe working practice
- The new training ePortfolio
- Developing new educational resources
- Leadership skills for senior educators

Session D
3.45pm until 4.45pm

- CESER and MTI – useful tips
- How to globally assess trainees in the new curriculum
- Trainees requiring professional support
- How to survive as a college tutor: challenges and rewards

How did you hear about the conference?

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Email from RCOG | <input type="checkbox"/> Mail from RCOG | <input type="checkbox"/> RCOG website | <input type="checkbox"/> The Scanner |
| <input type="checkbox"/> TOG/BJOG | <input type="checkbox"/> Specialist UK Society mailing | <input type="checkbox"/> Facebook | <input type="checkbox"/> Membership Matters |
| <input type="checkbox"/> Colleague | <input type="checkbox"/> Other website | <input type="checkbox"/> Other publication | <input type="checkbox"/> Other 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)

CREDIT CARD PAYMENTS

- Visa Eurocard Delta MasterCard Switch Maestro

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

Card Number: //

Expiry Date: /

Security Code (last 3 digits on the signature strip on the back of the card):

IMPORTANT - If paying by Switch please include your Issue No: or Valid from date: /

PLEASE NOTE THAT WE CANNOT PROCESS YOUR REGISTRATION UNLESS FULL CARD DETAILS (INCLUDING SECURITY CODE AND THE ADDRESS THE CARD IS REGISTERED TO ARE PROVIDED.

IF YOUR REGISTRATION FEE IS TO BE PAID BY YOUR HOSPITAL AND/OR EMPLOYER, WE WILL REQUIRE A REQUEST FROM THEM ON OFFICIAL LETTERHEAD AND PURCHASE ORDER BEFORE WE CAN RESERVE YOU A PLACE. PAYMENT IS REQUIRED BEFORE THE EVENT.

Name and address of cardholder (if different to the details above)

Name of cardholder _____

House Number and Street _____

Postcode _____ Signed _____ Dated _____

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

Cheques should be made payable to "RCOG". Payments from abroad should be by international bankers draft or money order in sterling. Payment in other currencies will not be accepted.

Places booked by post, fax 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 Conference Office on 020 7772 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, 27 Sussex Place, Regent's Park, London NW1 4RG. Tel: 020 7772 6200 Fax: 020 7772 6388

Train: Marylebone Station - 10 minute walk

Underground: Baker Street - 10 minute walk

Parking: Regent's Park Outer Circle (pay and display), NCP on corner of Park Road and Rossmore Road, Tel: 0870 242 7144 for further information.

Cancellations

Cancellations must be received in writing by **Tuesday 17 September 2019** and be accompanied by a copy of your confirmation letter and receipt. An administrative charge of £25 will be made on all cancellations received before or on the above date. We regret the College cannot refund fees after this date. Cancellations will be processed after the conference. 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

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

Conference Office

Royal College of Obstetricians and Gynaecologists
27 Sussex Place, London, NW1 4RG
Registered Charity No: 213280