



cpd

continuing
professional
development

The Tavistock and Portman



NHS Foundation Trust

CPD PROGRAMME 2008 | 2009

CONSULTATION AND THE ORGANISATION: PSYCHOANALYTIC APPROACHES

November 2008 - April 2009

Venue: The Roy Fletcher Centre, Shrewsbury

Fee £260

CPD APPLICATION FORM

CONSULTATION AND THE ORGANISATION: PSYCHOANALYTIC APPROACHES (SHREWSBURY)

November 2008 - April 2009

Fee: £260

PERSONAL DETAILS

Please complete clearly in block letters

TITLE

FIRST NAME

SURNAME

JOB TITLE

ORGANISATION

ADDRESS

CITY

COUNTY

POSTCODE

COUNTRY

TEL

FAX

EMAIL *(please print clearly)*

SIGNATURE

DATE

PAYMENT DETAILS

I enclose a cheque for £260 made payable to The Tavistock and Portman NHS Trust

Please invoice my organisation for £260
(please read Payment Terms)

Please debit my Credit/Debit Card for £260

Visa / MasterCard / Switch/Maestro / Delta
(Delete as appropriate)

Card Number

Expiry date

Issue No/Start Date
(Switch/Maestro only)

Security code
(Last 3 numbers on the back of the card)

WHY DO YOU WANT TO APPLY FOR THIS COURSE?

Please attach a brief CV outlining your current work context)

WHERE DID YOU HEAR ABOUT THIS COURSE?

- Direct Mail
 Advert (where?)
 Personal Recommendation
 Website
 Tavistock noticeboard
 Other (please state)

TERMS AND CONDITIONS

HOW TO BOOK

- Please complete this form, using BLOCK letters (photocopy this form if more than one is required, one form per person)
- Return the completed form and payment to the address below

PAYMENT TERMS

- Payment must be made in full and before the event
- Payment can be made by cheque or credit card, receipts will be issued
- Payment can also be made by BACS transfer, please contact the Conference Unit for details
- Invoices can be issued to organisations for payment, on request and on receipt of an official purchase order. Invoices will not be issued without the appropriate paperwork
- Invoices cannot be issued within 14 days prior of the conference date. All bookings made in this time must be paid in full at the time of booking

CONFIRMATION

- Bookings will be confirmed on receipt of a completed application form and full payment of the course fee
- Joining instructions will be sent to you by email if an email address is given, otherwise will be sent in the post

CANCELLATION POLICY

- All cancellations must be made in writing to the address below
- All cancellations are subject to an administration charge of 10% of the course fee
- Cancellations made no later than 14 days prior to the course are eligible for a full refund minus the administration charge
- No refunds will be given for cancellations made within 14 days of the course date

The Trust reserves the right to alter or cancel any event due to unforeseen circumstances.

DATA PROTECTION

The Trust does not make your details available to any external organisations. Your details will be added to our database to process your request and to keep you updated with relevant training and events. If you do not wish to receive this information, please tick the box

FURTHER INFORMATION

Conference, Events and Marketing Unit, Tavistock Centre, 120 Belsize Lane, London NW3 5BA

TELEPHONE

+44 (0)20 8938 2548

FAX

+44 (0)20 7447 3837

EMAIL

events@tavi-port.org

WEBSITE

www.tavi-port.org/training