

DANGEROUS COCKTAILS

A CONFERENCE ON ALCOHOL, DRUGS AND FAMILIES

26 September 2008

Tavistock Centre, London

Fee: £125 (£100 for students)

APPLICATION FORM

DANGEROUS COCKTAILS: A CONFERENCE ON ALCOHOL, DRUGS AND FAMILIES

26 September 2008

Fee: £125 (£100 for students)

Group discounts are available on request

PERSONAL DETAILS

Please complete clearly in block letters

TITLE

FIRST NAME

SURNAME

JOB TITLE

DEPARTMENT

ORGANISATION

ADDRESS

CITY

COUNTY

POSTCODE

COUNTRY

TEL

FAX

EMAIL (please print clearly)

SIGNATURE

DATE

PAYMENT DETAILS

I enclose a cheque for £125/£100 made payable to The Tavistock and Portman NHS Trust

Please debit my Credit/Debit Card for £125/£100

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)

SPECIAL REQUIREMENTS

Please indicate here if you have any special dietary or any other requirements:

ACCOMMODATION

Please tick the box if you would like information about local hotels

WHERE DID YOU HEAR ABOUT THIS CONFERENCE?

- Flier
 Email
 Advert (please state)

- Trust website
 Other website (please state)

- Flier passed on by colleague
 Personal Recommendation
 Tavistock event/notice board
 Other events (please state)

None of the above

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 conference 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 conference fee
- ' Cancellations made no later than 14 days prior to the conference are eligible for a full refund minus the administration charge
- ' No refunds will be given for cancellations made within 14 days of the conference date
- ' The Tavistock and Portman NHS Foundation Trust reserves the right change the conference content, timing, speakers or venue without notice

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, UK

TELEPHONE

+44 (0)20 8938 2548

FAX

+44 (0)20 7447 3837

EMAIL

events@tavi-port.org

WEBSITE

www.tavi-port.org/conferences