



Registration No:	
Date Acknowledged:	
Invoice No:	
FOR OFFICE USE ONLY	

Information supplied on this form will be used by UKCPA solely and under no circumstances will it be disseminated to third parties without prior consent

REGISTRATION FORM

Please enrol me for the following meeting: (please print)

Event title: _____

Venue: _____ Date of meeting: _____

YOUR DETAILS (please print)

Title: _____ Forename: _____ Surname: _____

Address for all
correspondence: _____

Place of work: _____

Tel (daytime): _____ Email Address: _____

Hospital Community Prescribing Adviser Industry Academic

Other, please state: _____

Should any of your contact details change, please notify us as soon as possible.

Dietary requirements (eg vegetarian, vegan): _____

Special needs (eg wheelchair access, hearing loop): _____

How did you hear about this event? [please circle]: UKCPA website/discussion board notice/In Practice/event advertising flyer/UKCPA Facebook; Twitter feed/bulletin@ukcpa/recommended by a colleague; friend; manager/ Journal (please state)/Other (please state):

Payment Option A

I enclose £ _____ member*/non member rate* **(delete where not applicable)**
Cheques should be made payable to 'UKCPA' and enclosed with this registration form to reserve a place.

Payment Option B#

Do you require an invoice for this meeting? Yes* No* *Delete as appropriate

Purchase order number/reference code: _____

If so, please detail to whom and where
the invoice should be addressed

#Payment using this method (B) should be made upon immediate receipt of invoice.

Signed: _____ UKCPA Membership No: _____

Cancellation Policy: We regret that we have to make a charge for cancelled registrations. If you notify us of the cancellation of your reserved place giving six weeks or more prior notice to the event, 25% of the fee will be retained. From six to 3 weeks prior to the event, 50% will be retained. If between three and one week's notice is given of the cancellation for your reserved place for a UKCPA event, 75% will be retained. There is no refund for non-attendance or cancellations made less than one week (7 days) prior to the event, whereupon the full fee will remain payable. The Association reserves the right to cancel meetings and to return the registration fee. The Association cannot be responsible for any losses resulting from such cancellation, however caused.