

Payment

Payment of fees or a purchase order must accompany all registration forms.

Registration will not be confirmed until payment is received. All payments must be in POUNDS STERLING using one of the following methods:

Credit Card / Debit Card

This is the preferred method of payment. The following credits cards are welcome: Visa & Mastercard. Unfortunately American Express and Diners cards cannot be accepted

Personal or Company Cheque

Payment by personal or company cheque will only be accepted if drawn on a UK bank and should be made payable to 'ACB'

Invoice/BACS (accompanied by an official institutional Purchase Order)

Delegates requiring invoices should provide an official purchase order alongside a completed registration form. Invoices will not be issued before receipt of an official purchase order.

Please note that no other methods of payment can be accepted.

Cancellation Policy

All cancellations must be sent in writing or by email to the Focus Secretariat c/o The ACB office

Registration Fees

Cancellations received on or before 5th April 2019, an administration fee of £50.00+VAT will be deducted from any refund issued. No refunds will be issued cancellations received after this date.