

## Registration Form

(PLEASE USE BLOCK CAPITALS)

Title ..... Forename(s) ..... Surname .....

Organisation .....

Address .....

.....

.....

City ..... Postcode ..... Country .....

Tel ..... Fax .....

Email .....

ACB Membership no .....

Please state any dietary/accessibility requirements:

.....

I would like to register as:

£0.00 STP Trainee

Are you an STP Trainee: .....

What year did you become an STP trainee: .....

What is your base laboratory: .....

**Please note, without any of this information we will be unable to process your registration as an STP trainee**

£20.00 ACB Member

£70.00 Non Member

Other (please specify) .....

I have paid via:

- Have paid securely online by credit or debit card
- Have made a bank transfer of the registration fee
- Fee enclosed

**CLOSING DATE FOR REGISTRATION: *Monday 14<sup>th</sup> October 2019***  
***On the day registration will not be available***

Completed registration forms may be returned by  
email ([admin@acb.org.uk](mailto:admin@acb.org.uk)), post (ACB, 130-132 Tooley Street, London SE1 2TU) or fax (020 7403 8006)

## **METHODS OF PAYMENT**

### **ACB ONLINE STORE**

ACB Online store – <http://www.acbstore.org.uk/site/category.aspx?categoryid=865>

### **CHEQUE**

Cheques should be made payable to: ACB, and sent with this registration form to:  
ACB Offices, 130-132 Tooley Street, London SE1 2TU.

### **BANK TRANSFER**

If you wish to make a bank transfer the details you need are below

Swift (BCI) Code: HBUK GB41 05W  
IBAN: GB44HBUK40021270116211  
Bank Sort Code: 40-02-12  
Bank Account Number: 70116211  
Bank Account Name: Association for Clinical Biochemistry and Laboratory Medicine  
Bankers: HSBC Bank, 281 Chiswick High Road, LONDON W4 4HJ

## **TERMS & CONDITIONS**

### **CANCELLATION POLICY**

Cancellation requests must be received in writing (email is satisfactory) 14 days prior to the meeting start date, and are subject to £10.00 Plus VAT administrative fee.

Cancellation requests received in writing after this date will not be refunded unless there are delegate(s) on a waiting list able to attend the meeting, in which case a full refund less £10.00 Plus VAT administration fee will be given, otherwise no refund will be given.

### **PAYMENT**

The ACB will only accept a purchase order from/document from approved UK companies, charities and/or trusts providing a completed registration form accompanies the purchase order from/document.

### **REGISTRATION**

Only receipt of registration forms with full completed details, together with full payment, will entitle the individual to have a place reserved. All individuals with incorrect or incomplete details will be placed on a waiting list and considered for vacant places in order of date received.

Individuals requesting invoices to be credited and re-invoiced to Hospitals or Trusts will incur an administration charge of £10.00 plus VAT.