



## **ACB North West Regional Meeting**

Royal Preston Hospital Education Centre 1, PR2 9HT

Monday 5<sup>th</sup> November 2018

### **REGISTRATION FORM**

(PLEASE USE BLOCK CAPITALS)

Title:..... First Name:..... Family Name:.....

Organisation:.....

Address:.....

.....

City..... Post Code:..... Country:.....

Tel:..... Fax:.....

Email:.....

ACB Membership no:.....

Please state any dietary/disability requirements:

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I would like to attend this meeting and \*enclose the registration fee / paid securely online by credit or debit card / made a bank transfer of the registration fee indicated below. (*\*delete as appropriate*)

£0.00 ACB Members

£35.00 Non Members

#### **Methods of payment:**

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

Cheques should be made payable to: **ACB**, and sent with this registration form to:

ACB Offices, 130-132 Tooley Street, London SE1 2TU.

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

**CLOSING DATE FOR REGISTRATION: *Friday 26<sup>th</sup> October 2018***

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)

## **ACB REGIONAL MEETINGS**

### **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.