

Advanced Course in Pain and Symptom Management 2018

Surname		First name
Title (Dr, Mr, Mrs, Ms)	male/female	Job title
Organisation		
Work/Home address		Address for card payments
Postcode:		Postcode
Phone/Mobile:		Email: [All correspondence will be sent out by email only]

The two Oxford courses will be held at the Andrew Wiles Building, Mathematical Institute, Woodstock Road, Oxford OX2 6GG. *There is no parking available at this venue.*

Please tick your requirements		✓
Newcastle-upon-Tyne (<i>Civic Centre</i>)	Thursday 14 – Friday 15 June	
Nottingham (<i>Nottingham University, Jubilee Campus</i>)	Wednesday 27 – Thursday 28 June	
En-suite accommodation @ £70 per night: 26 June <input type="checkbox"/> 27 June <input type="checkbox"/>		
Oxford 1	Thursday 05 – Friday 06 July	
Oxford 2	Thursday 12 – Friday 13 July	
Special diets and any other requirements.		

Early bird discount: Book and pay on line by 31st January 2018 = £450. Course fee from 1st February = £495

Payment 1) I enclose a cheque payable to: OxCERPC: Sobell House Course fee: £495	Name, address and email of person to invoice [invoices will be sent out by email]
2) I would like to pay by credit/debit card – please ring 01865 225886	Email:
3) Please invoice me – see note 1 Purchase order number	

Please note

1. **Invoices:** you must ensure that you have authority from your funding body before requesting an invoice
 - If you request an invoice without authority you may be personally liable for the course costs.
 - If your organisation uses purchase orders you should provide this with your invoice request.
 - Before requesting an invoice to Macmillan you should provide us with evidence of your grant.
 - All outstanding balances must be paid by 01 June 2018 or bookings may risk cancellation
2. **Cancellations and changes to bookings**
 - Cancellations of room bookings 20 working days or less prior to the relevant course incurs full cost of the room. Changes to room bookings up to 20 working days prior to the relevant course will incur a £30 administration charge.
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3. **Data protection**
 - Your details will be added to our database and may be used for course marketing purposes
 please tick if you do not wish to receive information from us

Signed _____ Date _____