

Advanced Course in Pain and Symptom Management 2019

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| Surname | | First name |
| Title (Dr, Mr, Mrs, Ms) | male/female | Job title |
| Organisation | | |
| Work/Home address  Postcode:  Phone/Mobile: | | **Address** |
| Postcode |
| **Email:** [All correspondence will be sent out by email only]  no Hotmail accounts |

**Oxford Courses** will be held at the Mathematical Institute, Woodstock Rd, Oxford. *OX2 6GG*

***There is no parking available at this venue****.* ***Accommodation = St Anne’s College,*** Woodstock Road, Oxford OX2 6HS

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| **Please tick your requirements** | **✓** |
| **Newcastle-upon-Tyne** *(Civic Centre)* Thursday **13 –** Friday **14 June** |  |
| **Nottingham** *(Nottingham University, Jubilee Campus)* Wednesday **26 –** Thursday **27 June**  **Ensuite £70 per night: 25 June🞏 26 June🞏 (Accommodation)** |  |
| **Oxford 1** Thursday **04 –** Friday **05 July**  **Ensuite £80 per night** **03 July 🞏 04 July 🞏 (accommodation)** |  |
| **Oxford 2** Thursday **11 –** Friday **12 July**  Ensuite £80 per night **10 July 🞏 11 July 🞏 (accommodation)** |  |
| Special diets and any other requirements. |  |

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| **Payment:** Course fee = **£550**   1. Cheque payable to: **OxCERPC: Sobell House** | **Name, address and email of person to invoice** [[[ [invoices will be sent out by email] |
| 1. credit/debit card payments by phone – 01865 225886   **[no American Express]**   1. book and pay online: [www.sobelleducation.org.uk](http://www.sobelleducation.org.uk) | **Email:** |
| 4) Please invoice me – see note 1  **Purchase order number / Macmillan Grant 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 July 2019 or bookings may risk cancellation

1. ***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.
* Cancellations of course bookings 20 working days or less prior to the relevant course incurs full cost of the course. Changes to course bookings up to 20 working days prior to the relevant course will incur a £30 administration charge.

1. ***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