

RCN EVENTS – BOOKING FORM

Online bookings are the easiest and fastest way to book 24 hours a day, 7 days a week. Visit rcn.org.uk/events
Bookings can be made by phone with payment by credit card/Maestro, by calling: +44 (0)2920 546460.
Lines are open from 9.30am - 4.30pm Monday to Friday.

Alternatively, you may also complete and return this form with payment/ remittance advice to:

Event Registrations

FREEPOST

ROYAL COLLEGE OF NURSING

You can also email this booking form to: eventsreg@rcn.org.uk with your card details.

By sending this completed form, you are giving the RCN consent to process your credit card details

Please complete all fields as appropriate

Name of Conference/Event:	
Date of Conference/Event:	

Title:		First name:		Surname:	
RCN Membership No (If applicable):					
Email address:					
Job Title:					
Organisation:					
Organisation town:					
Home address:					
Postcode:					
Home telephone number:			Work tel. number:		
Any specific dietary or access requirements?					

Payment

Please select one of the payment methods shown below, and sign at the bottom. We cannot hold places provisionally. Event places are only confirmed upon receipt of payment.

☐ I enclose a cheque made payable to the Royal College of Nursing for £ _____

☐ I authorise you to debit my VISA/ MASTERCARD/ MAESTRO for £ _____

Name on card _____

Card No _____

Card Expiry Date _____ Valid From _____

Issue No _____ Security Code _____

Cardholder's name and address, if different from above _____

☐ I have made a BACS transfer of £ _____ using National Westminster Bank Sort Code: 60-40-02
Account number: 58898557. I have attached the remittance advice to this form as proof of payment.

☐ I would like to request an invoice and have emailed a purchase order to eventsreg@rcn.org.uk

To pay by invoice you must send all of the below to eventsreg@rcn.org.uk

- A copy of the Purchase Order document from your organisation or company
- Your Finance department/accounts payable contact email address to receive an electronic copy of the invoice from us
- A completed booking form for each delegate

Signed _____ Date _____

Please return this form to **RCN EVENT REGISTRATIONS** by email to eventsreg@rcn.org.uk