

Booking Form

How to book

- Online or telephone booking is preferred. Visit rcn.org.uk/events or telephone 029 2054 6460 to make a credit card/Maestro payment.
- Alternatively, you may also complete and return this form with payment/remittance advice to:
Event Registrations
PO Box 2329
Cardiff CF23 8YZ
- You can also fax this booking form to: 029 2054 6489 with your card details.

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

Registration confirmation

All bookings will be confirmed in writing, and nearer to the event you will receive further information to help you get the most from the event. If you want to confirm that you are registered for the event, please contact: RCN Event Registrations on 029 2054 6460 Monday-Friday, 9am–4.30pm.

Data protection

Your data will only be used for the purposes of managing this event and shared with exhibitors, sponsors and partners where consent has been given. Please see www.rcn.org.uk/privacy for further details. By opting in, I consent to my contact data being shared with exhibitors sponsors and partners of this event.

To update your membership details, please visit rcn.org.uk/MyRCN

Terms of booking

Event fees:

The event fee includes registration for the event, with the exception of digital events, event materials, lunch and/or refreshments where indicated in the event programme. It does not include travel or accommodation.

Cancellations:

Cancellations received ten working days before the start of the event will be refunded, minus a 25% administration fee. No refunds can be processed after this date. Places can be substituted with the prior knowledge and agreement of RCN Events.

It may be necessary for reasons beyond the control of the organisers to alter the content and timing of the programme or the occasional identity of the speakers. RCN Events take no responsibility for non-refundable travel/accommodation in the case of a changed programme or cancelled event.

Further information

If you need to enquire about further details of the event please contact:

RCN Events Team
Royal College of Nursing
20 Cavendish Square
London W1G 0RN
Tel: 020 7647 3577
Fax: 020 7647 3411
Email: RCNevents@rcn.org.uk

To view our terms and conditions online, please visit: rcn.org.uk/eventsterms

Event code:
Source code:

Event title _____
Date of event _____
Date(s) attending _____
Abstract ref no. (if applicable) _____

Your Details

RCN member Yes No Member number _____
Title _____ First name _____
Surname _____
Email _____
Job Title _____
Organisation _____
Organisation town _____
Home address _____
Postcode/Zip code _____ Country _____
Home tel no _____ Work tel no _____ Mobile tel no* _____
Any specific dietary/accessibility requirements? _____

Event Fees

Please check the RCN website for event fees and available discounts: rcn.org.uk/events

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 have made an international bank transfer (from outside the UK) for £ _____ and quoted Swiftcode NWBK GB 2L. IBAN GB77 NWBK 6040 0258 8985 57.

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

Signed _____ Date _____

* Your mobile telephone number will not be stored for any other purposes unless permission is given to do so in your membership record.