

RCN Events - Booking Form

Please check the RCN website for dates and fees.

How to book

For all email bookings and invoice requests, send documentation to eventsreg@rcn.org.uk

Pay by credit or debit card

Visit rcn.org.uk/events or telephone **029 2054 6460** Monday to Friday 9am to 4.30pm; or request a secure payment link by completing and returning this form by email.

Bank transfer

Complete this form and email it to us with a copy of your payment remittance.

Paying by invoice

To pay by invoice, please send the following:

- a copy of the purchase order document from your organisation or company (we cannot process your order without it)
- your finance department/accounts payable email address to receive an electronic copy of the invoice
- a completed booking form for each participant included in the booking.

Once the invoice has been raised, you will receive confirmation of your booking. Invoices must be paid within 30 days of issue.

Registration confirmation

All bookings will be confirmed by email once your booking is complete. You will also receive further information on how to join the event and to support your attendance.

If you would like to confirm your registration, contact RCN Event Registrations at eventsreg@rcn.org.uk

Terms of booking

Event fees

- Event fees are subject to VAT at the advertised rate.
- VAT (value added tax) is chargeable under the Value Added Tax Act 1994 and any similar replacement or additional tax levied (whether in the UK or any other jurisdiction).
- The rate excluding and including VAT will be made clear when booking.

The event fee includes:

- registration for the event
- event materials, with the exception of digital events
- lunch and/or refreshments where indicated in the event programme, with the exception of digital events.

It does not include travel or accommodation.

Cancellations and changes

- Cancellations received one week before the start of the event will be refunded, minus a £25 + VAT 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 the 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
Email: RCNevents@rcn.org.uk

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

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

Internet connectivity

For digital/hybrid events, participants are responsible for ensuring they have a stable and secure/private internet connection, equipment (for example: computer, webcam, microphone) and a suitable environment to participate in the programme.

The RCN is not liable for any disruption to learning caused by poor connectivity, hardware issues, or local network restrictions. It is recommended that participants test their connection prior to the start of the programme.

While every effort will be made to ensure smooth facilitation, the organiser cannot guarantee uninterrupted access to the programme due to technical issues beyond its reasonable control, including, but not limited to, internet connectivity problems experienced by facilitators. In such cases, the organiser reserves the right to reschedule affected sessions or provide alternative access (for example: recordings or supplementary materials) without liability for any resulting costs or inconvenience.

Event title

Date of event **Date(s) attending**

Attendance type (if applicable) In person ☐ Online ☐

Your details * **RCN member?** Yes ☐ No ☐ **Membership number**

Title **First name**

Surname

Email

Job title

Organisation

Organisation town

Home address

Postcode **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 below. We cannot hold places provisionally. Event places are only confirmed upon receipt of payment.

- ☐ I would like to request a secure link for £.....
- ☐ 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

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 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.

Signed Date

*Contact details will only be stored and used for communication related to your programme booking and attendance.