

Educational programmes and services booking form

Supporting you to lead at every level

Please check the RCN website for dates and fees.

**RCN Developing Leadership Programme
Fitness to Practise Programme
Demonstrating Value Masterclass**

How to book

- Visit rcn.org.uk/events or telephone **029 2054 6460** to make a credit/debit card payment.
- Request a secure payment link by completing and returning this form by email to: **eventsreg@rcn.org.uk**

To pay by invoice you must send all of documents listed below to: **eventsreg@rcn.org.uk**

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

Once the invoice has been raised, you will then receive confirmation of your booking. Invoices must be paid within 30 days of the invoice being issued or at least one week prior to the programme.

If you want to confirm that you are registered for the programme, contact RCN Event Registrations on: **eventsreg@rcn.org.uk**

Terms of booking

Fees

- All 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 fee includes registration and materials.
- All participant fees must be paid in full at least one week prior to the programme. Places not fully paid will be cancelled.

Cancellations and changes

- Cancellations received 28 days or more before the programme start date will be refunded, minus a £25+VAT (total £30) administration fee.
- Cancellations received within 28 days of the start date cannot be refunded.
- You may substitute your place with another participant, but this requires prior agreement and at least 48 hours' notice.
- You may transfer your booking to a different date with prior agreement, as long as you request this at least 21 days before the start date. Transfers depend on availability and only one transfer is allowed.

- If you do not attend and do not notify us, no refund or transfer will be offered.
- The RCN may alter programme content, timings or speakers, if necessary.
- In rare cases, the RCN may need to cancel or postpone the programme due to circumstances beyond our control (a Force Majeure Event).
- If the programme is cancelled, we will notify you as soon as possible and offer either a new date or a full refund of the course fee.

Internet connectivity

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.

Data protection

Your data will only be used for the purposes of managing this event. Please see **Privacy policy | Royal College of Nursing** for further details. If you are a member, you can manage your preferences and update your details via MyRCN.

Further information

If you need further details about the programmes, contact the organiser:

Project Management Office
leadershipdevelopment@rcn.org.uk
0141 227 3102

Complaints

Any complaints should be addressed to the organiser in the first instance. If complaints are not resolved, please contact the Customer Relations Manager via the form here:

rcn.org.uk/complaints

Booking form

Event title

Date

Date(s) attending

Your details *

Title

First name

Surname

Email

Job title Nursing level

Organisation

Any specific dietary/accessibility requirements?

RCN member? Yes No Membership number

Fees

Please check the RCN website for fees:

Educational programmes and services | Royal College of Nursing

On receipt of your payment, we will book your space/s and send your delegate/s confirmation of their bookings.

Payment

Please select one of the payment methods shown below, and sign at the bottom.

Request a secure link

I would like to pay via a secure link.

You can pay for event bookings via a secure link, please complete a booking form for each delegate. Send the forms to: eventsreg@rcn.org.uk, we will calculate the amount to be paid and email you the payment link from Elavon. The payment link will be valid for 7 days.

Request an invoice

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

On receipt of your payment, we will book your space/s and send your delegate/s confirmation of their bookings.

Signed Date

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