



Annual Conference
BVSC, Centre for Voluntary Action, Central Birmingham

Birmingham
Tuesday 13th October 2009
9.00am-4.30pm

BOOKING FORM

A Booking Form **must** be completed by **each delegate** (even if delegates are from the same organisation) in BLOCK CAPITALS and forwarded to Jayne Plummer, Nutrition & Dietetic Dept. C2 Block, St Lukes Hospital, Bradford BD5 0NA or email Jayne.Plummer@bradfordhospitals.nhs.uk

Please note: Total numbers are limited, and registrations will be dealt with on a first come, first served basis

Full name:
Job Title:
Workplace:
Address for Correspondence:
Postcode:
Telephone No: Daytime: Evening:
E-mail:

We will confirm your booking by email

I wish to book a place at the CNG Professional Development Meeting Tuesday 13th October 2009

Rates available	Price	Please tick which rate you require	BDA Number*
* CNG members rate	£60.00		
* BDA member rate	£80.00		
Standard delegate rate	£90.00		NA

TOTAL AMOUNT Payable

£

* please give BDA membership no

Booking Forms must be accompanied by a cheque for the full amount made payable to Community Nutrition group of the BDA .

This is really the easiest method of payment for us at the moment but if you have to use BACS or credit/debit card please see booking conditions for more information and make payment method /date etc clear on the form when you return it so we can trace payments.

See overleaf

Lunch and refreshments are included in the cost.

Special Dietary requirements (gluten-free, vegetarian, etc please give details)

Please read the Booking Conditions prior to completing this form.
Please tick box to confirm that you have read and agree with the Booking Conditions.

Signature

Date:

The 2009 conference organisers are

Ruth Breese

Ruth.Breese@swh.nhs.uk

Telephone 01926 495321 extn4258

Sarah Bowyer

sarah.bowyer@educationleeds.co.uk

Telephone 0113 2144114

Mobile 07891 274471

Other useful contacts eg for CNG membership/treasurer are on the attached booking conditions.

Venue details

BVSC, Centre for Voluntary Action, Birmingham, 138 Digbeth, Birmingham, B5 6DR

For more info and directions, map etc see their website

<http://www.bvsc.org/>

BOOKING CONDITIONS 2009

1. Each delegate must complete a Booking Form (it is **not** possible to accept bookings for more than one delegate on one Booking Form). Photocopied Booking Forms will be accepted. Please send to Jayne Plummer, Nutrition & Dietetic Dept. Block C2 St. Lukes Hospital, Little Horton. Bradford
BD5 0NA or email jayne.plummer@bradfordhospitals.nhs.uk

2. Payment by cheque is preferred as this is easier for the voluntary organisers of this event. All cheques to be made payable to **Community Nutrition Group of the BDA** and crossed A/C Payee. All cheques must be drawn on a United Kingdom Bank in pound sterling. BACS payments are acceptable, however, it is requested that a copy of the Remittance Advice is submitted to Jayne Plummer as above. If you need to pay by credit or debit card, arrangements can be made –please contact our treasurer Anna Kitt Anna.Kitt@croydonpct.nhs.uk for more information. Please note payment method/date on the form. Invoices cannot be issued. Bookings will only be effective with full payment made.

3. The following cancellation charges will apply, which will take effect **immediately** on receipt of the completed Registration Form:

On receipt of Booking Form but before Monday 14 th September 2009	£25.00 per Booking Form
After Monday 14 th September 2009 but before Friday 2 nd October 2009	50% of the total invoice cost
After Friday 2 nd October 2009 or 'non'-attendance at the conference	100% of the total invoice cost

4. Substitution is possible up to Wednesday 7th October 2009. Substitutions after this date must be approved by the conference organisers but we will do all we can to assist.

**Notification of any amendment, cancellation or substitution to the original Booking must be made in writing to Jayne Plummer, Nutrition & Dietetic Dept. Block C2 St. Lukes Hospital, Little Horton. Bradford
BD5 0NA or email jayne.plummer@bradfordhospitals.nhs.uk**

5. CNG will not be held responsible for any reason outside of their control should the conference not be able to commence or be curtailed early, or should the programme change.

6. CNG will not be held responsible for any loss or damage of personal items of the delegates or injury caused to a conference delegates or exhibitor at the Conference.

7. CNG will not be held responsible for anyone not being able to participate in this meeting due to it being over subscribed.

8. Should you have any special dietary requirements e.g. vegetarian, vegan, gluten-free, etc., medical requirements, etc., these should be advised at the time of booking.

9. Each delegate will be forwarded a letter which will act as a confirmation of booking, delegate letter, and location map on receipt of the completed Booking Form.

10. All delegates must register at the Conference Registration Desk.

11. Only current CNG members can participate in any vote at the AGM part of the meeting (or take advantage of the members rate!!) do check your membership is up to date and renew if necessary. Details on www.cnguk.org Membership secretary grainne.mcmacken@belfasttrust.hscni.net

12. The address of the venue is BVSC, Centre for Voluntary Action, Birmingham, 138 Digbeth, Birmingham, B5 6DR <http://www.bvsc.org/>