



BRITISH ASSOCIATION OF PROSTHETISTS AND ORTHOTISTS
Annual Conference, Harrogate Convention Centre
15 - 17 March 2019

CONFERENCE DELEGATE REGISTRATION BOOKING FORM



General Information

- Please use one form per person. Additional copies are available on request.
- Registration can only be made by completing all the relevant sections of this form or by registering via the BAPO website www.bapo.com we cannot accept telephone bookings.
- Please use black ink and block capitals.
- Please post or fax your completed form, with payment, to baPo Ltd.

Financial Information

- Receipts for payment will be issued to each individual attendee within 14 working days from receipt of booking form. If receipt is not received by this time, please contact the Secretariat.
- We will not accept this form without full payment of the grand total. Please do not include payment for anything else – Conference payment only.
- We will accept payment by credit/debit card from any of the cards shown above.
- If your employer is meeting all or part of your conference costs, please treat this form as a temporary invoice and pass it to your employer's finance department for cheque requisitioning.
- We regret that baPo Ltd is unable to issue invoices to individual employers. Instead, we will issue a receipt to each individual attendee upon payment. It will be each attendee's responsibility to copy it to their employer.
- Where an employer is meeting the costs of several attendees, payment for the accumulative total should accompany all registration forms. For example, for 6 attendees from one Company, return 6 forms with one Company cheque for the combined grand total.
- If an employer is only meeting part of the grand total it is the responsibility of each attendee to meet the difference. For example, a Company cheque plus a personal cheque should be attached to this form. Please also attach a clear breakdown of the payment.

YOUR PERSONAL DETAILS

Please provide your name, discipline and employer as you would like them to appear on your name badge

Title:	First Name:	Surname:
Employer:		
Practising As:		Job Title:
Employment Sector: <input type="checkbox"/> Private <input type="checkbox"/> NHS <input type="checkbox"/> Voluntary <input type="checkbox"/> Independant		
Address:		Daytime Telephone No:
		Mobile Telephone No:
		Email Address:
		BAPO Membership No. (if applicable)
REGISTRATION FEES: Please choose ONE registration category and insert the correct fee in the Amount Payable column. PLEASE NOTE: <u>ALL</u> PRICES BELOW ARE EXCLUDING VAT.		Amount Payable
Category A Whole weekend: Friday, Saturday & Sunday <i>Delegate entry to Clinical programme & Exhibition</i>	BAPO Member Fee - *£165/240 BAPO New Grad Fee *£115/140 BAPO Affiliate Fee - *£165/240 BAPO Associate Fee -*£115/140 BAPO Student Fee - *£70/95 Non Member Fee - *£215/300	
Category B Friday only <i>Delegate entry to Clinical programme & Exhibition</i>	BAPO Member Fee - £130 BAPO New Grad Fee - £105 BAPO Affiliate Fee - £130 BAPO Associate Fee - £105 BAPO Student Fee - £70 Non Member Fee - £165	
Category C Saturday only <i>Delegate entry to Clinical programme & Exhibition</i>	BAPO Member Fee - £150 BAPO New Grad Fee - £105 BAPO Affiliate Fee - £150 BAPO Associate Fee - £105 BAPO Student Fee - £70 Non Member Fee - £165	
Category H Friday only <i>Delegate entry to Exhibition only (includes supper)</i>	£55 (Excluding VAT)	
Category I Saturday only <i>Delegate entry to Exhibition only</i>	£35 (Excluding VAT)	
PAYG Pay as you go (please include all talk titles of pay as you go sessions required)	£25 per session (Excluding VAT) Talk titles:	
Saturday: TBC (Tickets are non-refundable)	No of tickets required TBC per ticket (Excluding VAT) <input type="text"/>	
<i>*Early bird offer ends 17 December 2018</i>	Subtotal Excluding VAT	
	VAT @ 20%	
	Total Payable Including VAT	

Terms & Conditions

- *Photographs taken at the BAPO Conference may be used in advertising/education/promotional material by BAPO and third parties as deemed appropriate by BAPO. It is not possible for BAPO/baPo Ltd to offer assurance that photographs containing your image will not be used in this way, however should you wish that photographs containing your image only are not used please tick the box below. If you do not wish your photographs to be used please tick this box*
- *We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms.*
- *Forms received without payment will not be processed by BAPO/baPo Ltd with access to conference denied until full payment is received.*
- *BAPO/baPo Ltd reserve the right to refuse entry to conference or any part thereof.*
- *BAPO/baPo Ltd reserve the right to refuse requests to replace lost/stolen badges/tickets unless proof of purchase is provided.*
- *Cancellations are non-refundable after 31 December 2018, delegate names are non-transferable.*
- *Name badges and tickets will be issued on arrival at the BAPO registration desk.*
- *To qualify for member rate attendance delegate must be a member at the point of entry to conference.*
- *To qualify for New Graduate member rate attendance delegate must be a member at the point of entry to conference and graduated from 2017 onwards valid for 3 years post graduation.*
- *Should membership lapse after booking at member rate any outstanding subs must be paid in full upto & including March 2019.*
- *Where membership has lapsed or cancelled after 1 December 2018 and Early Bird Member registration has been previously purchased, subsequent Non-member registrations will not be processed at Early Bird rate.*
- *BAPO/baPo Ltd reserve the right to, at any time, make changes to these terms & conditions.*
- Please return completed form with payment to:
BAPO Secretariat, Unit 3010 Mile End Mill, Abbey Mill Business Centre, Paisley, PA1 1JS
Tel: 0141 561 7217
Fax 0141 561 7218
Email: conference@bapo.com
- Declaration:
I understand that cancellations are NOT eligible for refund after 31 December 2018 and that delegate names are non-transferable after 31 December 2018.
- **PLEASE CALL THE SECRETAIAT TO MAKE PAYMENT**

Signed _____ Date _____