



BRITISH ASSOCIATION OF PROSTHETISTS AND ORTHOTISTS
Annual Conference, Ricoh Arena, Coventry CV6 6GE
24 – 25 April 2020
CONFERENCE PUBLIC 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:	
Address:		Daytime Telephone No:	
		Mobile Telephone No:	
		Email Address:	
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 <u>INCLUDING</u> VAT.			Selection (please include quantity)
Category A Saturday 25 th April 2020	Adult/Child - £10		Quantity:
	Family Ticket (x2 adults + max 2 children) (Please note how many will be attending. i.e 1 adults 2 children)		Quantity:
	Total Payable		

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 2019, delegate names are non-transferable.*
- *Badges and tickets will be issued on arrival at the BAPO registration desk.*
- *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 2019 and that delegate names are non-transferable after 31 December 2019.
- **PLEASE CALL THE SECRETARIAT TO MAKE PAYMENT**

Signed _____ Date _____