

CONDITIONS OF BOOKING

Reserving a Place

To reserve a place at the Conference, the completed registration form (*see over*) must be returned to the Royal College of Physicians with the full registration fee (cheque payable to the Royal College of Physicians). Registrations will **NOT** be accepted without payment.

Cancellations

Substitute delegates will be accepted at any time. The full registration fee will be refunded for cancellations made up to three weeks prior to the date of the Conference. Cancellations made within three weeks of the Conference will only be refunded where it is possible to sell the place to another delegate. The full registration fee will be charged for non-attendance at the Conference without prior cancellation.

Late Bookings

If you are unable to make a reservation before the deadline, Friday 4 November 2005, please contact the Committee Administrator to ensure that places are still available; you will be asked to remit the registration fee by return of post in order to secure the booking. Registrations will **NOT** be accepted on the day of the Conference.

Data Protection

Please note that your details will be stored electronically for Conference administration purposes. JRCALC will **NEVER** sell or disclose database information to third parties.

JRCALC Committee Administrator:

Tel: 020 7935 1174 ext 307

Fax: 020 7935 8943

E-mail: simon.land@rcplondon.ac.uk



ANNUAL CONFERENCE

29 November 2005

Royal College of Physicians
11 St Andrews Place
Regent's Park
LONDON
NW1 4LE

Space is limited to 120 delegates so you are advised to return this form as soon as possible to secure your place

CME applied for.

