

# Delegate Registration Form

Confirmation to follow. One form only per delegate. All registration forms should be accompanied by either payment in full or an official Purchase Order Number and invoice address. Cheques should be made payable to the British Society of Audiology and sent to the Secretariat at the British Society of Audiology, 80 Brighton Road, Reading RG6 1PS.

LAST NAME: (Professor/Dr/Mr/Mrs/Miss/Ms) \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

PROFESSION: \_\_\_\_\_

PLACE OF WORK: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MEMBERSHIP No (if applicable): \_\_\_\_\_

PURCHASE ORDER No: \_\_\_\_\_

INVOICE ADDRESS: (if payment will be made by your employer / PCT please include invoice address) \_\_\_\_\_

POST CODE: \_\_\_\_\_

The meeting will carry points towards Continuing Professional Development.  
Certificates of Attendance will only be issued to pre-registered delegates  
For accommodation information visit <https://www.meeting.co.uk/confercare/BSA>  
Please note that delegates must make their own accommodation arrangements

## ■ CONFERENCE REGISTRATION *(Please tick appropriate boxes)*

BSA Member - £ 69

£

BSA Student Member - £ 59

£

Place of study: \_\_\_\_\_ Signature of Academic Supervisor: \_\_\_\_\_

Non-Member - £ 79

£

■ **WINE RECEPTION** Wednesday 8th September FREE.  Please tick if attending Drinks with Dinosaurs Lecture (nos. limited to 110)

■ **CONFERENCE DINNER** Thursday 9th Sept £ 45 per person (Numbers limited to 200)

(number of tickets required)  £

■ **DIETARY REQUIREMENTS:** Vegetarian  Other: \_\_\_\_\_

■ **CLINICAL WORKSHOPS** – Optional Extra - £20 per class. Classes to run from 2pm to 3pm and repeated from 3pm to 4pm on Wednesday 8th September. Clinical workshops to include: 1. Frequency-specific ABRs, 2. Clinical and research applications of auditory steady-state responses (ASSRs), 3. Diagnostic applications of cortical evoked potentials, 4. Approaches to counselling and 5. Research for dummies. Delegates may book a maximum of two classes. Please write the number of the workshop you wish to attend in the box next to the time slot.

*Please tick choice of Clinical Workshop:*

Clinical Workshop - 2-3pm

Clinical Workshop - 3-4pm

Clinical Workshop Total £

■ **GRAND TOTAL** £

Payment enclosed with Registration Form *(please tick)*

I have read and agree with the terms and conditions of registering for the Annual Conference 2009 detailed on the last page of this form

Anyone requiring a loop system please tick the box

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**N.B. Registration Forms cannot be accepted unless signed**

### Terms and Conditions

1. Anyone wishing to attend a Society meeting or conference must first complete a registration form in respect of that meeting and have received written confirmation of their registration from the Society's Secretariat prior to attending. If intent to attend a meeting is given by telephone or other means, this must be followed by a completed registration form. 2. The registration form should be accompanied by payment in full. Delegates who expect a Health Authority, Trust or other employer or organisation to pay must arrange for that organisation's cheque (or official Order Number and invoice address) to accompany the registration form. 3. Where that is not possible for any reason, the delegate must submit a personal cheque and seek subsequent re-imbursment from the employer. 4. Cheques will be retained by the Secretariat and only banked ONE MONTH PRIOR to the meeting. 5. Provisional bookings CANNOT be accepted. Confirmation will normally be sent to delegates upon receipt of the registration form. 6. If confirmation is not received at this time, it is the responsibility of the delegate to obtain confirmation. 7. A receipted invoice will be sent out prior to the meeting. 8. In order to assist meeting organisers, delegates are requested to register as early as possible. 9. Late registrations will normally be accepted if space is available, but may be subject to an additional charge. 10. If a delegate is unable to attend a meeting, a refund may be granted at the discretion of the Society's Trustees. 11. The amount of any refund will depend upon the unrecoverable expenses incurred by the Society. 12. These will vary depending on the venue and, usually, on the amount of notice of cancellation given to the Society by the delegate. 13. Requests for refunds, stating the reason why the delegate is/was unable to attend, must be sent to the Secretariat in writing within seven days of the meeting. 14. The Trustees' decision shall be final. 15. Where meetings are subject to CPD points, Certificates of Attendance will be issued at the end of the meeting. 16. These revised Terms and Conditions supersede all previous Terms and Conditions. 17. Although care has been taken in preparing course content, the British Society of Audiology does not and cannot guarantee its interpretation and/or application. The BSA cannot be held responsible for any errors or omissions and accepts no liability whatsoever for any loss or