



## **Terms & Conditions for workshop booking (PLEASE READ THEM CAREFULLY)**

- CME certificates are generated using the information provided in this form.
- All the communications are sent by email.

### **The conference payment**

#### **Payment by on line internet banking (PREFERRED METHOD)**

- Name of bank: HSBC
- Sort code: 400822
- Account number: 51710729
- Account name: North West Preoperative Network
- Please put your name in the reference number box and email your details to [Angela.Berry@stockport.nhs.uk](mailto:Angela.Berry@stockport.nhs.uk) or [admin@nwpreop.co.uk](mailto:admin@nwpreop.co.uk)

#### **Payment by cheque**

- Please make the cheque payable to  
**"North West Preoperative Network"**  
Send the cheque by post along with application form to  
**Angela Berry**  
**Pinewood House Stepping Hill Hospital**  
**Stockport NHS Foundation Trust Poplar Grove Hazel Grove SK2 7JE**  
**Ph.: 01614194097 or [admin@nwpreop.co.uk](mailto:admin@nwpreop.co.uk) or [Angela.Berry@stockport.nhs.uk](mailto:Angela.Berry@stockport.nhs.uk)**
- If you book for a group booking please let us have names and communication details for all the delegates attending the conference so the we can send appropriate CPD certificates
- Once you submit the form we will provisionally confirm your place.
- Final confirmation of the place in the workshop is allotted based on first come, first serve basis.

## **Other terms and conditions**

- Our workshop is open to all the preop nurses / managers or Anaesthetic doctors.
- When an event is full, we will put you on a waiting list. We will then contact you as soon as a place has become available.

## **Booking and payment**

- Please note that places are not reserved unless the payment is received.
- We will endeavour to send confirmation of a place within 14 days of receiving the booking form. If you do not receive this, please contact us.

## **Cancellation policy:**

- 2 weeks before the course.
- Any cancellation after 2 weeks will carry a cancellation fee equivalent to the course fee, unless supported by genuine reason for the urgency of cancellation: illness or otherwise.
- All refunds are made at the discretion of the organising committee and are subject to the deduction of an administration fee.
- Notice of cancellation must be given in email or by writing to

**Angela Berry**

**Pinewood House Stepping Hill Hospital**

**Stockport NHS Foundation Trust Poplar Grove Hazel Grove SK2 7JE**

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