

BSTP Registration Form
MODULE 5 – ENDOCRINE SYSTEM
Monday 6th– Friday 10th December 2010
Cambridge

Personal Details (Please PRINT) - (Badge will give name, originating institution and country taken from the information below)

Title Name Member Non-Member

Address:

Phone
 Fax
 E-mail

Post Code

	Before 1st October 2010	After 1st October 2010
Registration Fee & Course Dinner – BSTP Member	GBP 700.00	GBP 750.00
Registration Fee & Course Dinner – Non-Member	GBP 750.00	GBP 800.00

Please tick as appropriate:

Tax Receipt	<input type="checkbox"/>	Location maps	<input type="checkbox"/>	Details of hotels	<input type="checkbox"/>
Special Needs:	<input type="checkbox"/>	Special Dietary Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAYMENT METHODS



Cheque: Made payable to "BSTP" in GB Pounds drawn on a UK bank

Payment By Bank Transfer (*free of any bank charges*) must be received in Pounds Sterling:

Bank Name: Lloyds TSB, Alnwick Branch
 Branch Name: Alnwick (309013)
 Bank Address: 24 Bondgate Within, Alnwick, Northumberland NE66 1TD, UK
 Account Name: British Society of Toxicological Pathologists
 Sort Code: 30 90 13
 Account No: 00048130
 SWIFT/IBAN: GB20LOYD30901300048130
 BIC: LOYDGB21611

Invoice/Payment reference: Module 5/and participants name (i.e. Module 5/ABCD)

Credit Card (*We regret we cannot accept American Express (Amex) or Diner's Club Cards*):

Credit Card		<input type="checkbox"/>		<input type="checkbox"/>	Expiry Date (month/year)	<input type="text"/>	Card security code (last 3 digits on the reverse of the card)	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount Paid in GBP	<input type="text"/>							
Name and Address of Card Holder:	<input type="text"/>							
Signature of Card Holder:	<input type="text"/>							

I (PRINT NAME)	<input type="text"/>
Wish to register for Module 5 and I have read and accept the accompanying Booking Terms and Conditions	<input type="checkbox"/>
Signed:	<input type="text"/>

BOOKING TERMS & CONDITIONS

GENERAL

1. The BSTP is registered under the Data Protection Act 1984. The data you provide will be held by us and will not be released to other organisations. Your details will be added to our mailing list and you will automatically receive future information when it becomes available.
2. The venue used by the BSTP for the module is covered by Third Party Public Liability insurance; however, you should ensure that you have appropriate insurance in place to cover yourself and your belongings.
3. Details of any problems, queries or complaints regarding the module which cannot be included on the feedback form are to be submitted in writing to the Education Sub-Committee Chairperson within 14 working days of the module.
4. The views expressed by the invited speakers are not representative of BSTP views or policy.
5. Participants must not wear either their BSTP identification badge or any badge issued by venue outside the venue precincts.

REGISTRATION INFORMATION

6. Registration is limited. Attendance on previous modules does not guarantee a place on future modules.
7. **To qualify for the early booking fee, the payment must be received by the 1st October 2010**
8. The registration fee includes all lectures, information pack, the Course Dinner, refreshments during breaks and a light lunch. We would respectfully ask that the dress code for the Course Dinner is smart/casual.
9. 5% of the Credit Card payment will be provided to CardNet for providing the payment service. The balance is payable to the BSTP - the total payment you make is unchanged.
10. The BSTP **DOES NOT** accept responsibility for travel and accommodation arrangements made **BEFORE** participants have received written confirmation of attendance from the Secretariat.
11. **PRIORITY** will be given to members of the BSTP up to **23rd August 2010**, after this date requests to attend will be considered from non-members of the Society.
12. Non-members of the BSTP wishing to attend this module will be placed on a waiting list and contacted after **23rd August 2010** with regard to available places.
13. All bookings will be acknowledged by email or fax to confirm attendance or position on the waiting list. Receipt of incomplete registration forms, however, may result in a delay confirming attendance.
14. Location maps, details of hotels and tax invoices/receipts will be sent **ONLY** to those who have registered to attend the module.
15. Special Needs or Special Dietary Requirements will **ONLY** be arranged if you have completed the required section on the registration form prior to the start of the module.
16. The BSTP reserves the right, under exceptional circumstances to change the venue and/or the date of the module, where possible maximum notice will be given to those that register for the module. The BSTP **DOES NOT** accept responsibility for any travel and accommodation bookings made in this situation.
17. The BSTP reserves the right, under exceptional circumstances to change the lecturers and the timings of the programme without notice.
18. If, for any reason (such as inadequate numbers of registrants), a module is not run, any registration fee will be refunded in the first instance by credit note.

CANCELLATION

19. Cancellations are to be made in writing. A 75% refund of the Registration Fee will be given up to **1st November 2010** **providing your place can be filled prior to this date.** NO REFUNDS will be made under any circumstances after **1st November 2010.**

Please return your completed form and remittance to: BSTP Secretariat, PO Box 6356, Isle of Skye IV41 8WZ, UK

Fax: + 44 (0)1599 530331
E-mail: bstpoffice@aol.com
Website: www.bstp.org.uk

The BSTP is a registered charity: No: 1043793