Email: **education.events@chriie.nhs.uk**

 **Lapco Train the Trainer – 20th & 21st January 2020**

**Event Registration Form**

**How to Book**

Post: Education Events, The Christie School of Oncology, Wilmslow Road, Withington, Manchester, M20 4BX Email: **education.events@christie.nhs.uk** Call: [**0161 446 3773**](http://www.christie.nhs.uk/school-of-oncology)

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| **Your Details: Please write clearly to ensure all correspondence is correct** |
| Title |  | Full Name |  |
| Job Title |  |
| GMC Number |   | Are you a consultant? |  |
| Hospital |  |
| Address |  |
|  |
| Mobile Number |

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| --- | --- |
|  Secretaries Direct Line |  |
|  |  |

 |
| Contact No. |  | Email |  |
| Dietary/access requirements |  |

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| **Training Information** |
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| Please summarise the extent of your current training activity |  |
| Please summarise your laparoscopic colorectal activity |  |
| What level surgical trainees do you train? |  |

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| Are you registered as a Fellow or SpR Trainer on the Lapco website? If yes, how many GAS forms have you recorded?  |  |  |  |
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| Any further information relevant to training that you provide? |  |

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| **Payment Details: Please indicate how you wish to pay your conference fees** |
| Fees £6951. **Cheque (Please make payable to The Christie NHS Foundation Trust)**
2. **Invoice (Please complete all of the below)**
 |
| Purchase Order No. |  | Contact Name |  |
| Organisation |  |
| Invoicing Address |  |
| Email Address |  | **Telephone No.** |  |

\*Your booking will only be confirmed once we receive payment or an official PO number\*

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| **Please could you let us know how you found out about this event** |
| Christie website/search result Attended previous Christie event  Christie marketing emailSocial media Colleague recommendation Speaker recommendationPrint advert (please state)Other (please state) |  |
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| any special dietary or access requirements |  |
| 3. In the event of a cancellation, you or your employer will be |  |

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| **Booking Terms & Conditions** |
| 1. Payment should be made before the course commences. | charged the full fee if you do not inform the course organisers |
| If this does not occur, we reserve the right to cancel a booking | at least 5 working days before the event |
| in the case of non-receipt of payment prior to the day of course | 4. There will be an administrative charge of £30 for all |
| 2. It is the responsibility of the representative booking the training | cancellations unless a replacement delegate is identified |
| course(s) to ensure that the event organisers are informed of | 5. If another member of your organisation is processing your |
| any special dietary or access requirements | application, please ensure that your booking form is sent to the |
| 3. In the event of a cancellation, you or your employer will be | event production team in order to provisionally book a place |