

# Booking form

Annual Conference 2008 – Your Conference Your Profession

17–18 October 2008, Telford International Centre

**bacp**

British Association for  
Counselling & Psychotherapy

Please fill out this form and fax back to: 01455 550243, or post to: bacp events,  
BACP House, 15 St John's Business Park, Lutterworth LE17 4HB

Please use block capitals and print clearly. Details marked \* will be used for the delegate list and your badge.

## Personal details

Title ..... Forename\* ..... Surname\* .....

Job title\* ..... Organisation\* .....

Mailing address .....

..... Postcode .....

Country ..... Telephone .....

Email address\* .....

Home postcode (if different from above) ..... BACP membership no. (if applicable) .....

Please tick here if you **do not** wish your email address to be included on the delegate list

## Specific requirements

- Wheelchair accessibility required   Hearing loop required 
- Sign language interpreter required   Large print handouts required 

To help us ensure that all delegates attending the conference are able to participate fully please give details of your specific requirements

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Please specify if you have any dietary needs or food intolerances .....

## Workshops & seminars

Pre-booking is required for all workshop and seminar sessions marked with the pre-booking icon.

All other sessions will be available on a first come first seated basis on the day.

Full details of all the sessions can be found on the website at [www.bacp.co.uk/conference2008](http://www.bacp.co.uk/conference2008)



A maximum of 2 sessions per day may be chosen from the list on the right.

Please place a tick in the relevant box.

If you would like to choose a reserve in case either of your choices is fully booked, please indicate this by placing an R in the relevant box.

Please check the timetable to ensure chosen sessions do not clash.

Please be aware that the full range of seminars and workshops might not be available at the time of booking. You will be notified if any of your choices are fully booked. Book early to avoid disappointment. NB It is important that you correctly indicate your chosen seminars or workshops. Failure to do so will result in a delay in the registration of your booking.

### Friday

A2	A3	
B1	B3	B6
C1	C3	C4
E3		

### Saturday

A4	A5	A6
B8	B13	
C6		
E5		
F5		



# booking terms & conditions

Full terms & conditions are available at [www.bacp.co.uk/events](http://www.bacp.co.uk/events)

To book, please contact the BACP Events Team on:

Tel 01455 883322

Fax 01455 550243

Email [events@bacp.co.uk](mailto:events@bacp.co.uk)

Web [www.bacp.co.uk/events](http://www.bacp.co.uk/events)

Events Team, BACP House,  
15 St John's Business Park,  
Lutterworth, Leicestershire  
LE17 4HB

Bookings can be made by telephone, fax, email, post or online.

Booking by any of the above methods does not automatically constitute confirmation of a place. BACP will confirm all bookings in writing on receipt of a completed booking form and payment in full.

If you have not received written confirmation of your place, either by post or email, 14 days after submitting your booking please call the events team on the above number.

Booking reservations without payment in full will be held on a provisional basis (excluding workshop choice) and places can not be guaranteed. All bookings are made on a first-come, first-served basis.

## Late bookings

Bookings received after 26 September will incur a late booking fee of £25 per delegate. We will accept late delegate bookings subject to availability and immediate payment in full. BACP will try to ensure that late booking information is incorporated into the event administration process, however this cannot be guaranteed if the booking is made after 3 October 2008.

## Payment

All fees must be paid in full no later than 26 September, 28 days from invoice, or immediately for late bookings. Cheques should be made payable to BACP. BACP is also happy to accept payment by the following credit/debit cards:

Visa, MasterCard, Delta, Switch & Maestro. VAT reg. no 443 854 436.

## Cancellations

Written notification of cancellation after 5 September or failure to attend the conference without prior written notification will be subject to a 100 per cent cancellation charge. Cancellations before 5 September will incur a £25 cancellation charge.

## Substitute delegates

BACP will accept substitute delegates without charge where notification is received before 3 October 2008. After this time an administration charge of £25 will be required.

## Special requirements & dietary needs

BACP is committed to meeting the needs of all delegates and will try to ensure any special requirements are fully met subject to reasonable prior notice. Please state your request at the time of booking and we will confirm by phone or letter prior to your arrival.

## Group bookings

Group bookings of 5 or more delegates from the same organisation will receive a discount on registration fees. Please call us for more information.

## Conference package inclusions

### Day delegate package

A day delegate package includes lunch and refreshments.

Delegates wishing to attend the awards evening must book by 26 September 2008. Attendance at the awards is free of charge to conference delegates.

## Limitation of liability

1. BACP does not accept responsibility for accident, injury or loss suffered while attending events unless it is directly due to negligence on its part.

2. BACP accepts no responsibility for any loss incurred while using material or information gained at BACP events.
3. The copyright of all training material rests with the trainer or speaker, and BACP may not be held responsible for any infringements as a result of plagiarism, libel, slander or any misuse of any material.
4. Views and opinions as expressed by the speakers are those of the speakers and not necessarily of BACP. BACP disclaim any liability for advice given, or views expressed, by any speaker at the event or in any handouts provided to the delegates.
5. We may take photos on the day of the event and these may be used in our future marketing material or on our website.

**BACP reserves the right to amend or cancel any event or event times and dates. This includes changes to speakers, content and programme. In the unlikely occurrence of an event cancellation, BACP will return any payments received in advance. BACP will not, however, refund any costs incurred as a result of this cancellation.**

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