

## Booking form

# 25th Annual BACP Research conference

Shaping counselling practice and policy: the next 25 years

Friday and Saturday 17 & 18 May 2019

Hilton Belfast

### Your details

Full Name\*

Job title\*

Organisation\*

Town/City  Postcode

Email address

BACP membership number  Telephone number

\* These details will be used for the delegate list and your badge.

Please tick box if you **do not** want your details included in the delegate packs

### Package details

#### Day delegate package (costs per day)

	Price
BACP Member	<input type="checkbox"/> £110 (per day)
BACP Reduced fee/Student member*	<input type="checkbox"/> £60 (per day)
Presenter	<input type="checkbox"/> £90 (per day)
Non-member	<input type="checkbox"/> £190 (per day)
Friday night network dinner	<input type="checkbox"/> £30
<b>Total amount payable:</b> <small>(please remember to include costs for all days that you wish to attend)</small>	<input type="text"/>

#### Please indicate which day/s you wish to attend:

Friday

Saturday

\*Reduced fee category is available for BACP members who pay a reduced fee for membership, and BACP student members.

Conference bookings are on a day delegate basis only, including lunch and refreshments. **Accommodation must be booked separately.**

#### Pre-Conference workshop

16 May 2018 (no charge, when booked with any package)

### Specific requirements

Wheelchair accessibility   Hearing loop   Sign language interpreter   Large print handouts 

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

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

## Payment method

Receipts are available to download from the BACP website via the Members Area

Cheque (payable to 'BACP')  Credit/debit card  Invoice (attach an official purchase order)

Card number

Expiry date  /

Security code  (last 3 digits of no. on signature strip on reverse side of card)

Issue no. (Maestro/Switch only)

House number/name and postcode of billing address (if different from contact address)

Name (as on card)

Signed

Date

I agree to abide by the booking terms & conditions (full details available at [www.bacp.co.uk/events](http://www.bacp.co.uk/events))

## Booking terms & conditions

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

By completing and submitting this booking form you are deemed to have read, understood and accepted our full terms and conditions and you agree to comply with them.

Written cancellations received more than 3 weeks before the event will receive a full refund less £20 administration charge. Cancellations received after this time cannot be refunded unless the cancelled place can be resold in which case a refund minus a £20 administration charge will be given. Substitute delegates will be accepted at any time without administration charges. 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 or provide any additional sums by way of compensation.

### Payments

All charges are inclusive of VAT. All fees must be paid in full at the time of booking. Payment can be made by credit or debit card (American Express is not accepted) or by cheque. Please make cheques payable to BACP and return with your completed booking form to:

Events Department, BACP, 15 St John's Business Park, Lutterworth, LE17 4HB  
Tel: 01455 883300 Email: [events@bacp.co.uk](mailto:events@bacp.co.uk)

### Invoicing

If your company requires an invoice please attach an official purchase order with this booking form. Payment is due immediately on receipt of invoice, and in any case must be paid prior to the event.

### Conference package inclusions

A day delegate package consists of lunch and refreshments for one day at the conference. Delegates wishing to attend the networking dinner must book three weeks prior to the event.

### BACP Fair Processing Notice

BACP is committed to complying with the GDPR and the DPA 2018. We only use the information you give us for the purposes specified on this form and laid out in detail in the BACP Privacy Notice. We will only hold the information for as long as we need it to carry out the task for which it was given. You have rights under current legislation to limit or prevent the processing of your data and to have access to this information. We never sell your personal information to third parties but may need to share your details with suppliers who work on our behalf. To find out more about how we use your personal data, any third parties we may share it with and your rights in relation to it, see our privacy notice at [www.bacp.co.uk/privacy-notice](http://www.bacp.co.uk/privacy-notice)

#### For office use only

Operator

T&C read  T&C sent

#### British Association for Counselling and Psychotherapy

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