**Research Methods for Clinical Trials – Registration Form 2020**

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| **Full Name (incl. title):** |  | **Male / Female****(please delete as appropriate)** |
| **Preferred First Name:** |  |
| **Mobile Telephone No:** |  | **Email Address:** |  |

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| **Course Date:****(please tick relevant box)**  | **23rd-25th March 2020** | **27th–29th July 2020** | **16th–18th November 2020** |
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| **Institute / Company Name:** |  |
| **Post Held / Job Title:** |  |
| **Address (incl. postcode):** |  |
|  |
| **Telephone No:** |  | **Any practical Clinical Trial Experience?** |  |

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| Payment(please tick) | **EXTERNAL ATTENDEES – payment in full is required at least 30 days prior to the course start date** |
|  | Cheque enclosed payable to ‘**University of Birmingham**’ |
|  | Please invoice:**(Full address/postcode required)** |
|  | Purchase Order Number:**(Required)** |  | VAT Number: |  |
|  | Payment to be made at on-line shop: **link will be sent on request** |

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| Payment(please tick) | **INTERNAL (University of Birmingham only) ATTENDEES**  |
|  | Journal transfer to be made to account: 10.14117.C232.10004.50001.00.000000 |
|  | Payment to be made at on-line shop : **link will be sent on request** |

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| Do you have any special dietary requirements? (please state - for lunch purposes) |  |
| Would you like to attend the complimentary course dinner on the Monday evening? | Yes / No |
| Would you like information on accommodation at our conference park? | Yes / No |
| How did you hear about the course? (please state) |  |

**Please return this form/payment to**: Michelle Burgess (Office Manager), Birmingham Clinical Trials Unit,

Public Health Building Y17, University of Birmingham, B15 2TT (🕿: 0121 415 9100 🖂: m.burgess@bham.ac.uk)

**Terms & Conditions for Conferences, Courses and Events**

**1. Cancellation of Services in the form of a Conference, Course or Event by the University:** The University of Birmingham reserves the right to cancel a Conference, Course or Event or any associated event at its sole discretion. In the event of such a cancellation the University will refund the value of the booking or any ticket sold upon proof of purchase. The University expressly excludes any liability for any direct or indirect losses or damages howsoever arising as a result of such cancellation and will not, for example, be responsible for any travel or accommodation costs incurred. You are strongly advised to take out insurance against cancellation of any event if your travel costs are likely to be substantial. In the event of cancellation, the University will use reasonable endeavours to publicise the cancellation and details will be posted on the website associated with the Conference, Course or Event. Attendees are responsible for checking this information prior to the event.

**2. Cancellation by you as a Customer for an Event, Course or Conference where no deposit option specified by the University:** Please be aware that if you, acting as a Customer, change your mind about the purchase you have the right to cancel the online transaction for Event, Course and/or Conference within the applicable specified time limit, which is fourteen (14) calendar days from the date of agreement to proceed with the transaction, or from receipt of written confirmation, whichever is the later, except where the Event, Course or Conference has already been provided. If you do wish to cancel you must inform the University in writing (by letter, fax or email) with a clear statement on your decision to cancel this Contract. Refunds less an administration fee of £10 will be made as soon as possible following cancellation, or within fourteen (14) days at the latest. The University will unless otherwise agreed refund any money received from the Buyer in relation to the cancellation of the order using the same method originally used by the Buyer to pay for the purchase.  No refunds will be given for payment and cancellation on the day of the Conference or Event, unless a refund is made entirely at the discretion of the University subject to any special conditions which may have been notified in advance by the University. Notice of cancellation must be sent by email to the email address, or confirmed by telephone to the number, specified by the University in the Course/Conference / Event information advertised. Emails or telephone cancellations received after 5pm UK (Greenwich Mean Time) shall not be deemed to have arrived until the following working day.

**3. Availability:**Places on each course, event or conference are allocated on a first come first serve basis and are therefore subject to availability.