

Event Information & Registration Request



Medicines and Healthcare products
Regulatory Agency

Safeguarding public health

1 Which Event?

Please complete the box below

Event name	<input type="text"/>	Date	<input type="text"/>
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2 Your Details:

First name	<input type="text"/>	Surname	<input type="text"/>
Organisation	<input type="text"/>		
Job Title	<input type="text"/>		
Business Address	<input type="text"/>		
<input type="text"/>	Postcode	<input type="text"/>	
Telephone	<input type="text"/>	Facsimile	<input type="text"/>
Email (used for registration confirmation)	<input type="text"/>		
Please list any dietary/accessibility requirements	<input type="text"/>		

3 Registration Fee & Payment Options:

Payment Options: (please tick the appropriate box)

- Cheque** I enclose a cheque made payable to "Medicines and Healthcare products Regulatory Agency"
c/o Conference & Education Function
- Bank Transfer** To Bank of England, Government Counter, Threadneedle St, London EC2R 8AH. Account No. 06781000
Sort Code 10-14-99. **Please include delegate name and course name on transmission details.**
- Invoice** Please invoice my organisation marking the invoice for the attention of
 quoting purchasing order no

Confirmation: Written confirmation is mailed within 14 business days upon receipt of payment - if received by registration deadline. If confirmation is yet to be received after this time, please contact Melanie Taylor - see **Section 4**. FEES MUST BE PAID IN ADVANCE.

Substitutions and Cancellations: Substitutions are acceptable at any time. Written confirmation is needed for withdrawn bookings. If a suitable substitute cannot be found cancellation charges will apply.

Cancellation Charge for Conference Registration: Refunds can only be granted (less a £25 administration fee) if notification is received 14 business days prior to the event. No refunds of the registration fee will be made after this time.

4 Send Back or Fax Back?

To receive more information or to register for an event please return this completed form to:

The Conference & Education Function

Medicines and Healthcare products Regulatory Agency

16th Floor: Market Towers, 1 Nine Elms Lane, London, SW8 5NQ

T. 020 7084 2690

F. 020 7084 3522

E. conferences@mhra.gsi.gov.uk

We reserve the right to alter or cancel the event due to circumstances beyond our control

