



**London SHA FSD Technical Programme  
Accounting for FTs  
25<sup>th</sup> March 2009**

Booking Form - Please fill in your details and fax or post the form back to us – bookings must be received by 10<sup>th</sup> March 2009.

**Fax: 0117 929 4844**

Address: HFMA, Suite 32, Albert House, 111 Victoria St, Bristol, BS1 6AX

T: 0117 938 8992

E: [francesca.bizon@hfma.org.uk](mailto:francesca.bizon@hfma.org.uk)

The London FSD programme includes course materials, refreshments and lunch (where applicable).

**We are unable to accept telephone or provisional bookings, however, faxed bookings are considered as confirmed bookings.**

**Please ensure that your Finance Staff Development Lead has signed and authorised the booking form before faxing or emailing it back to Francesca Bizon at HFMA on 0117 929 4844 / [francesca.bizon@hfma.org.uk](mailto:francesca.bizon@hfma.org.uk)**

**Authorisation signature from your FSD Lead** \_\_\_\_\_

**\*\*\*\*\*The booking will not be processed if it has not been authorised by your FSD Lead\*\*\*\*\***

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Job title:

\_\_\_\_\_

Organisation:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address:

\_\_\_\_\_

E-mail: \_\_\_\_\_

Special Requirements (diet/access/loop system etc.). Any meals which have to be specially ordered will be charged at cost:

\_\_\_\_\_

\_\_\_\_\_

**Joining Instructions**

You will receive an e-mail as confirmation of your place on the course. This e-mail will also include details of the conference including directions to the venue. If you have not received this information two weeks before the event, please contact Francesca Bizon on 0117 938 8992.

**Cancellations**

If you are unable to attend the event, please notify us in writing as soon as possible. Cancellations can be made up to four weeks prior to the event. Substitutions can be made at any time.

**Changes to Programme**

HFMA reserves the right to alter timings, sessions, speakers, and venue where necessary.

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