**Annual conference**

**Inspiration, innovation, towards A brighter future!**

**Thursday, 8th November 2018**

**Burleigh Court Hotel, Loughborough**

**Friday, 9th November 2018**

**Holywell Park Conference Centre, Loughborough**

 **Booking form**

Booking Form

Please fill in your details and email back to dhft.hfmaeastmids@nhs.net

**Method of Payment**

**BACS Transfer:** This should be made to Natwest Bank Plc, Chester Corporate Business Centre, Union Street, Chester, CH1 1UA, Sort Code 60-40-08, A/C Name: HFMA, A/C No: 79860508, Please fax confirmation of your bank transfer to us on 0117 9816081..

**Credit Card:** Please call 0117 9294789

 **Invoice:** Please invoice quoting ‘Purchase Order Number’ below

**Joining Instructions**

You will receive an e-mail as confirmation of your place on the course. Another e-mail will be sent 1 week before the event confirming details of the conference including directions to the venue. If you have not received this information one week before the event, please contact the HfMA East Midlands Branch Administrator on 01332 785348..

**Cancellations**

If you are unable to attend the event, please notify us in writing as soon as possible. Where a written cancellation is received 3 weeks before the event date a full refund is offered. After this time, the full conference fee will apply. Substitutions can be made at any stage.

**Changes to Programme**

HFMA reserves the right to alter timings, sessions, speakers and venue where necessary. If this event cannot run on the published date due to reasons beyond our reasonable control, e.g. terrorism, threat of terrorism, access problems caused by adverse weather or any other Act of God, HFMA reserves the right to retain the conference fee and re-schedule the event. If this has not been run within 6 months of this date all monies will be refunded minus a small administration fee.

HFMA’s educational programmes are run on a not-for-profit basis. The Association’s training activities are heavily subsidised by generous contributions received from our commercial sponsors. This sponsorship income covers costs of non-core activities such as fees for motivational speakers.

**Privacy policy**

Collection of this information is subject to HFMA's privacy policy which is available from hfma.org.uk/privacy

**Disclaimer:** Opinions expressed at HFMA events are those of the speakers and do not reflect those of HFMA. HFMA accepts no responsibility legal or otherwise for the accuracy of content delivered and are not responsible for any loss occasioned by any person acting or refraining from action as a result of any material communicated by speakers at this event.

Healthcare Financial Management Association (HFMA) is a registered charity in England and Wales, no 1114463 and Scotland, no SCO41994. HFMA is also a limited company registered in England and Wales, no 5787972. Registered office: Albert House, 111 Victoria Street, Bristol, BS1 6AX.

Contact number

Organisation name

Surname

Title (Mr, Mrs, Ms, Miss)

Special requirements (diet/access/loop systems etc.)

**Any special meals ordered will be charged at cost**

Email address (no bookings will be made without this)

Address (for invoice and/or correspondence)

Job title

First Name (s)

**Workshop Sessions - These will be issued separately when booking is confirmed.**

**PLEASE NOTE THAT THE MEMBER RATE WILL ONLY APPLY IF AN HFMA INDIVIDUAL MEMBERSHIP NUMBER IS SUPPLIED ABOVE.**

**PARTNER RATE DOES NOT APPLY TO BRANCH EVENTS.**

**Conference (Select one from B - E)**

**Please now select the overall conference package you would wish to book.**

**Networks (Select one from A0 – A3)**

**Please see the network details for Thursday, 8th November and the overall conference packages available on the next page of this booking form.**

**Please detail your selection for the networks taking place on Thursday, 8th November 2018 below.**

**HFMA Individual Membership No**

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **Members** | **Non Members** |
| **Package** | **Conference Fee - Organisations will be invoiced by HFMA****ALL FEES ARE EXCLUDING VAT** | **£** | **£** |
| A | 8/11/18 Thursday afternoon - Network events (inc network lunch) | Free | Free |
| B | 8/11/18 Thursday evening - Awards Dinner only (No accommodation) | 30 | 30 |
| C | 9/11/18 Friday (Main Conference only) (No accommodation) | 50 | 90 |
| D | Friday Conference and Thursday evening Dinner (No accommodation) | 75 | 115 |
| E | Friday Conference with Thursday evening Dinner, overnight accommodation and Breakfast) | 150 | 190 |
|  |  |  |
| **Indicate 1 option from First Group** |   |  |
| A0 | Not Attending |   |  |
| A1 | Finance Directors / Chief Financial Officers Network |   |  |
| A2 | Senior Finance Forum |   |  |
| A3 | Student Network |   |  |
| **Indicate 1 option from Second Group** |   |  |
| B | 8/11/18 Thursday evening - Awards Dinner only (No accommodation) |   |  |
| C | 9/11/18 Friday (Main Conference only) (No accommodation) |   |  |
| D | Friday Conference and Thursday evening Dinner (No accommodation) |   |  |
| E | Friday Conference with Thursday evening Dinner, overnight accommodation and Breakfast) |   |  |