



Venue: Danubius Hotel Regents Park, London, UK

## ONE DAY Foundation Courses

### Ways to book

Please complete in block capital letters and return this form with payment to TOPRA using one of the following methods:

**Post:** TOPRA, Bellerive House, 3 Muirfield Crescent, London E14 9SZ

**Fax:** +44 (0) 20 7537 2003 **Email:** meetings@topra.org

On receipt of your booking form we will confirm your provisional place in writing and provide directions to the venue. An invoice will be sent separately. To ensure admission, payment must be received prior to the meeting.

If you have any queries, contact us on: +44 (0) 20 7510 2560 or meetings@topra.org

Dr  Mr  Mrs  Ms  Other

Family name

First name  Male  Female

Company name

VAT reg. no.

Job title

Telephone

Fax

E-mail

**Work Address**

City  Postcode

Country

**Invoice Address**  
(if different from above address)

City  Postcode

Country

**Special dietary requirements**

### Experience in the Subject Area

Negligible  Average  Considerable

#### Your current role

Generics  CRO  European role  Global role  Local affiliate

Other

Experience in Regulatory Affairs Years  Months

Please indicate if in your regulatory experience you have worked in one or more of the following areas:

1) CMC  2) EU clinical trials  3) Variations  4) Medical Technologies

### Fees and Payment method

I would like a place on the following course

- Wednesday 10th February 2010 – Reference code BAS1110
- Wednesday 24th March 2010\* – Reference code BAS5110
- Wednesday 19th May 2010 – Reference code BAS2110
- Wednesday 4th August 2010 – Reference code BAS3110
- Wednesday 20th October 2010 – Reference code BAS4110

**Fee (Per course) £586.33 = £499.00 + £87.33 (17.5% GB VAT)**

Total

Cheque enclosed  Cheque No

Bank transfer  Date of transfer  /  /

Please charge my debit/credit card  Purchase Order No.

### Debit/Credit card details

(For cards accepted, see payment section below)

Debit Card  Visa  MasterCard  American Express  (preferred)

**Card No**

**Expiry date**  /

**Security code**  Visa, MasterCard, Debit cards: the last 3 digits AFTER the card number in the signature area of the card.

**Card holder name** (as given on card)

**Billing address for card** (must be provided if different from the Work Address)

City  Postcode

Country

TOPRA will seek authorisation from the card-issuing company before confirming any reservation (VAT Registration No. GB 342 739 840).

By signing below, I confirm that I agree with TOPRA's Terms & Conditions of Booking. These are available from the office or on the TOPRA website at: [www.topra.org/bookingTandC](http://www.topra.org/bookingTandC)

SIGNATURE	DATE
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### Terms and conditions (Please note: TOPRA's full standard Terms & Conditions are available on the website at [www.topra.org/bookingTandC](http://www.topra.org/bookingTandC)).

#### Payment:

- **Cheques:** must be made payable to TOPRA and drawn on a UK bank in either Euro or Sterling.
- **Debit/Credit card:** for payment by card please complete the relevant details above. Cards accepted: AMEX, Debit MasterCard, Delta, Electron, Maestro, MasterCard, Solo, Visa. All cards will be charged in Sterling.
- **Bank Transfers:** may be made to Lloyds TSB Bank PLC. Please quote the delegate's name and the course reference in the transmission details. The delegate must pay all bank charges.
- **Sterling Transfers:** Account No: 00340310, Sort Code: 30-00-09, IBAN: GB45 LOYD 3000 0900 3403 10, BIC LOYDGB21013
- **Euro Transfers:** Account No: 86330987, Sort Code: 30-00-09, IBAN: GB19 LOYD 3000 0986 3309 87, BIC LOYDGB21013
- Your place is secured only upon receipt of full payment.

#### Please note:

Fee excludes accommodation and travel. The delegate ticket includes refreshments at coffee breaks & buffet lunch.

#### Discounted fees:

Personnel in full-time education, working in academia (full-time) or working for a statutory regulatory body may be entitled to a discount on the above fees. Please contact the TOPRA office for details.

#### Cancellations:

All cancellations must be received in writing 28 calendar days before the start of the course and will be subject to an administration fee of £100 + GBVAT. Payment can be in Euro or Sterling. Substitutions may be made at any time.

#### Data Protection:

- We may occasionally send you promotional or other information about TOPRA's products and services. If you do not wish to receive this information, you can opt out of future communications by ticking this box
- We may occasionally send you promotional or product information from organisations and companies other than TOPRA. If you do not wish to receive this information, you can opt out of future communications by ticking this box