



SEIZE THE MOMENT DELIVER THE FUTURE

HCA National Leadership and Development Forum 2017
6-7 April 2017 | Europa Hotel Belfast

DELEGATE REGISTRATION FORM

A Registration Form must be completed by **each Delegate** in **BLOCK CAPITALS** and forwarded with your cheque or a request for an invoice, quoting your purchase order number if applicable.

Please note Registrations will be handled in the order in which they are received.

Full Name (including title): _____

Job Title: _____

Employing Authority/Company Name: _____

Address of Employing Authority/Company: _____

Postcode: _____

Tel No: _____ Fax No: _____ Mobile: _____

Email: _____

Address for correspondence and/or invoice if different from above: _____

Postcode: _____

☐ HCA Member ☐ Non Member HCA Branch: _____ Membership No: _____

The HCA National Leadership and Development Forum 2017 is utilising two Hotels for accommodation: Europa Hotel, Belfast and Clayton Hotel, Belfast.

Branch you wish to be seated with at **Friday night Branch Dinner**: _____

If you are making arrangements to share twin/double accommodation, please put in the name and organisation of the person you are sharing with:

Sharing with (name): _____ Organisation: _____

Special Dietary Requirements or allergies – please state: _____

Forum Delegate Package	Accommodation Type	Rate	Payment
2 night Resident package to include overnight accommodation, breakfast, lunch and Dinner on Thursday 6 and Friday 7 April 2017	Single Twin	£450.00 + VAT £300.00 + VAT	
1 night Resident package to include overnight accommodation, breakfast, lunch and the President's Dinner on Thursday 6 April 2017	Single Twin	£240.00 + VAT £170.00 + VAT	
1 night Resident package to include overnight accommodation, breakfast, lunch and the HCA Branch Dinner on Friday 7 April 2017	Single Twin	£240.00 + VAT £170.00 + VAT	
Supplement for Wednesday 5 April 2017 (includes evening meal and bed & breakfast)	Single Twin	£120.00 + VAT £85.00 + VAT	
Supplement for Saturday 8 April 2017 (includes bed & breakfast)	Single Twin	£100.00 + VAT £65.00 + VAT	
Day Delegate Rate includes access to the Forum sessions, Exhibition, lunch and other refreshments throughout the day	Thursday <input type="checkbox"/> Friday <input type="checkbox"/>	£95.00 + VAT	
Non HCA Member supplement	Per Delegate	£125.00 + VAT	
Company Registration Fee – this fee applies to those Companies attending the Forum and not taking Exhibition stands. (Please see point number 3. of Booking Conditions)	1 person attending 2 or more people attending	£400.00 + VAT £800.00 + VAT	
Late Booking Fee. Applies to bookings received after 10 March 2017	Supplement per Delegate	£20.00 + VAT	
Less £100.00 for first time HCA Member attendees		– £100.00	

All prices quoted are per person per booking. Prices also available for the following on request:

- Meal only – Wednesday 5 April 2017
- President's Dinner only – Thursday 6 April 2017 (including Pre Dinner Drinks Reception and entertainment)
- Branch Dinner only – Friday 7 April 2017 (including Pre Dinner Drinks Reception and entertainment)

Sub Total (Ex. VAT)

VAT

TOTAL PAYMENT

Payment instructions – please indicate preferred method of payment

☐ Cheque enclosed, send a receipt ☐ Invoice at the above address Purchase Order number: _____

☐ Sponsored Place Name of Branch/National: _____

Signed:

Date:

I have read and agree with the Booking Conditions. (See reverse of this Form for full booking conditions).

HOSPITAL CATERERS ASSOCIATION NATIONAL LEADERSHIP AND DEVELOPMENT FORUM 2017
Completed Registration Forms and payment should be sent to Kate Larkin, HCA Administrator,

Lansdowne Publishing Partnership Ltd, 11-12 School House, 2nd Avenue, Trafford Park, Manchester M17 1DZ
T: 0161 872 6667 F: 0161 872 6665 E: kate@lansdownepublishing.com W: www.hospitalcaterers.org/leader-dev-forum



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BOOKING CONDITIONS

1. Each Delegate must complete a Registration Form (photocopied Registration Forms will be accepted if signed by the Delegate attending).
2. Once Lansdowne Publishing is in receipt of your completed Registration Form you will receive a confirmation of booking. This will outline the final details including price, and is your assurance that the booking is exactly as requested.
3. The Registration Fee applies to individual trading Companies regardless of whether this forms part of a larger organisation. All queries relating to the Registration Fee must be addressed to Elsa Witherspoon, the HCA Forum Secretary, contact details below.
4. Cancellation up to 20 February 2017 carries a 20 per cent cancellation fee. From this date until 10 March 2017 a 50 per cent cancellation fee, thereafter cancellation and 'non-attendance' at the Forum carries a 100 per cent cancellation fee. However, substitutions are accepted if received no later than 24 March 2017, in writing.
5. The Hospital Caterers Association (HCA) and Lansdowne Publishing will not be held responsible if for any reason outside their control should the Forum not be able to commence or be curtailed early.
6. All Delegates must register at the Forum Registration Desk at the Europa Hotel, Belfast. Details of registration times will be available on the HCA website and confirmed in the correspondence to Delegates before the Forum commencement date.
7. The HCA and Lansdowne Publishing will use their best endeavours to arrange any special dietary or medical requests for any Delegate or accompanying persons if these requirements are advised to Lansdowne Publishing at the time of booking.
8. All cheques to be made payable to HCA Conference and crossed A/C Payee. All cheques must be drawn on a United Kingdom Bank in pounds sterling. Payment can also be made by BACS transfer to NatWest Bank, Sort code: 60-09-02, Account number: 69521840.
9. The HCA and Lansdowne Publishing will not be held responsible for any loss of or damage to personal items of any Delegate or accompanying person or any injury caused to a Delegate or accompanying person during or in connection with the Forum.
10. If at any time a non-member replaces a Member of the HCA, the additional fees will be charged.
11. Accommodation at the Hotels is subject to availability. The Hospital Caterers Association and Lansdowne Publishing will not be held responsible for any Delegate not being able to reserve a room at the Hotel of their choice. All reservations must be made direct with Lansdowne Publishing.
12. Each Delegate reserving accommodation is responsible for settling their own 'extras', i.e. telephone calls, bar charges, additional meals, newspapers and other personal expenses directly with the Hotels prior to leaving.

We urge you to Register as soon as possible as places are offered on a first-come, first-served basis. If all Delegate places are taken you will be placed on a waiting list. You will be notified if cancellations occur and space becomes available.

All fees must be paid prior to arrival at the Forum. Delegates with unsettled invoices will not normally be granted access to the Forum.

Event Organisers:

The Hospital Caterers Association Northern Ireland Branch in partnership with: Lansdowne Publishing Partnership Ltd, 11-12 School House, 2nd Avenue, Trafford Park Village, Manchester M17 1DZ T: 0161 872 6667 F: 0161 872 6665

HCA Forum Secretary – Elsa Witherspoon T: 028 9441 3149 E: elsa.witherspoon@northerntrust.hscni.net

Event Manager – Audrey Hall, Lansdowne Publishing T: 0161 872 6667 M: 07946 526377 E: audrey@lansdownepublishing.com

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Hotels

1. Europa Hotel, Belfast

Great Victoria Street, Belfast BT2 7AP
T: 028 9027 1066

2. Clayton Hotel, Belfast

22-26 Ormeau Avenue, Belfast BT2 8HS
T: 028 9032 8511

Getting there

Nearest Train Station:

Great Victoria Street

Nearest Airport:

George Best Belfast City Airport

