

BOOKING FORM

Please complete all relevant sections below, including the event name and date. A new form should be used for each subsequent event and submitted to R3 via email or post to the details below



Event information

*Event name	
*Event date	

Attendee information

(*indicates mandatory field)

*Name	*Company	*Email address	*Dietaries

If you are booking on behalf of someone else, please provide your contact details:

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We would like to be able to keep you up-to-date on R3's programme of events by email. Please tick the following boxes if you would like to receive information on:
R3 Courses & Conferences R3 Regional Events

If the above boxes are not ticked and you are a non-member, your personal information will not be used beyond the completion of this booking

Payment Details

Please invoice me PO number

I enclose a cheque for £ (including 20% VAT)

I will be making payment by BACS:
(Barclays. Account no. 63736865. Sort code 20-37-83. Association of Business Recovery Professionals)

Credit Card Payments

If you would like to pay by credit card, please visit the R3 eStore. Your membership number will be required. If you have forgotten your number please call 0207 566 4234 and we will be happy to look it up for you.

TERMS & CONDITIONS

EVENT TERMS AND CONDITIONS

R3 Events

1. Regional events and course bookings

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). Bookings via post or email will not be accepted without a booking form. A VAT invoice will be issued by email and a receipted invoice upon request. Payments may be made by credit card, BACS or by cheque made payable to 'Association of Business Recovery Professionals' or 'R3'.

Delegate substitutions are permitted but a supplement will be charged where there is a difference in membership category.

Non-members are required to pay in full before attendance at an event or course.

2. Regional events and courses refund policy

Refunds will only be issued in the following circumstances:

- Overpayment
- Applicant is found to be ineligible
- Error in booking which is immediately notified to courses@r3.org.uk

Refunds will be made by payment direct to the credit card used to make the initial payment, by BACS or by cheque posted to the members' provided address. R3 aims to provide refunds within 30 days of the refund request being authorised.

If you wish to cancel a course you must notify courses@r3.org.uk immediately. Credit notes will only be issued if cancellations are received in writing no less than five working days prior to the date of the course. Places will not be reserved on a course or event until a registration confirmation has been sent. Confirmation of a place will be issued via email on receipt of a booking via the above methods and full payment.

R3 conferences

3. Conference bookings

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). Bookings via post or email will not be accepted without a booking form. A VAT invoice will be issued by email and a receipted invoice upon request. Payments may be made by credit card, BACS or by cheque made payable to 'Association of Business Recovery Professionals' or 'R3'.

Non-members are required to pay in full before attendance at the conference.

4. Conferences refund policy

If you wish to cancel a delegate place at an R3 conference you must notify courses@r3.org.uk immediately. Credit notes will only be issued if cancellations are received in writing no less than fourteen working days prior to the date of the conference.

Places will not be reserved on a conference until a registration confirmation has been sent. Confirmation of a place will be issued via email on receipt of a booking via the above methods and full payment.

R3 Webinars

5. Webinar bookings

Webinar access authorisation is unique to the delegate and should not be forwarded on to third parties. Unauthorised access will incur a fee of £50 plus VAT per unregistered delegate.

The materials and webinar recordings are for use by the registered delegate only and should not be forwarded onto third parties. Responsibility for the confidentiality of webinar registration information and materials issued by R3 lies with the registered delegate and purchaser.

Webinar participation requires your operating system to meet the minimum system requirements, available to view here <https://support.logmeininc.com/gotowebinar/system-check-attendee>. Participants are also required to accept an 'External Protocol request' to run and launch the session. Please note that you may require administrator privileges on your computer to be able to manually install software. Prior to registration it is the delegate's responsibility to ensure that their technology is compatible with R3's systems.

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). Bookings via post or email will not be accepted without a booking form. Payments may be made by credit card or by cheque. Cheques should be made payable to 'Association of Business Recovery Professionals' or 'R3'.

Access codes will be emailed upon receipt of full payment.

6. Webinars refund policy

If you wish to cancel a webinar booking you must notify courses@r3.org.uk immediately. Credit notes will only be issued if cancellations are received in writing no less than five working days prior to the running of the webinar. No credit notes will be issued if an access code has been sent to the purchaser.

R3 Course Videos

7. Course Videos

Course videos may be purchased by using an R3 booking form sent by post or email (courses@r3.org.uk). Orders via post or email will not be accepted without a booking form. Orders will be processed within 14 days of an order being received, however, course videos will not be dispatched until payment has been received in full. Orders cannot be cancelled once the course videos have been dispatched. Refunds will only be available if the course video issued is found to be faulty. Such faults must be immediately notified to R3 by email.