

# Terms and Conditions

## Accommodation & Refreshments

Lunch and refreshments are provided for full day courses. Overnight accommodation is not included, please booked accommodation directly with the relevant venue. Contact details can be found with in the information of the specific course you choose.

## Booking and Payment

- Booking via form may be faxed or posted to the ACDM office in advance of payment on +44 (0) 1727 896026
- On receipt of a booking form with a purchase order number, an invoice will be issued for payment within 28 days.
- Delegate places at ACDM training courses will no be booked unless a purchase order number is quoted above or payment has already been received.

## Payment by Credit Card

- Our preferred method of payment is Credit card. Credit card payments can be processed online by entering the members' area of the ACDM website [www.acdm.org.uk](http://www.acdm.org.uk) Please note AMEX is not accepted. All non credit card bookings or orders must be supported with a purchase order raised by your own company.

## Payment by Cheque

- Cheques drawn on a UK bank account or a eurocheque should be made payable to "ACDM" and should be sent together with the completed form and sent together with the completed form to ACDM, 105 St Peter's Street, St Albans, Herts, AL1 3EJ

## Payment by BACS

- Please post or email a remittance advice to the ACDM Administrators.  
Bank Account name: Association for Clinical Data Management Limited  
Account number: 71820206  
Sort Code: 40-40-01  
Swift: MIDLGB22  
Iban: GB88MIDL40400171820206  
Address of bank: HSBC, 31 Chequer Street, St Albans, Herts, AL1 3YN

## Cancellation

- In Europe, training room cancellation is required three weeks prior to the class date. It is recommended your flights arrangements be made no sooner than three weeks prior to your training.
- If you have reserved a place are unable to attend, full payment will still be required. Delegates may be substituted on request.
- If you have reserved a place on a webinar and are unable to attend, full payment will still be required. Webinar location may be substituted on request.