



REGISTRATION FORM

BUSINESS & FINANCE DAY

Wednesday 12 December 2007

09.30 – 16.30

The BDA, 64 Wimpole Street, London

- **To understand & manage your centre accounts**
 - **How to read a budget statement**
 - **Rules of charitable funds**
- **Requesting funds/writing a Business Case**
- **How to structure your annual report**

Faculty convened by Dr Alistair Thomson NACT UK, Nick Wood Business Manager COPMED, and Lynne Laver NAMEM

Title

(Prof, Dr, Mr(s)): _____ **First name:** _____

Surname: _____

Postgrad Centre: _____

Address: _____

Postcode: _____

Telephone _____ **Fax** _____

Email _____

Additional Topics you wish covered _____

Please specify any dietary requirements: _____

Registration fee including lunch and refreshments is £152.75 for members or £176.25 for non-members (inc VAT)

I enclose a cheque for £152.75/£176.25 made payable to "National Association of Clinical Tutors"

Please return this form as soon as possible to: NACT UK, 56 Queen Anne Street, London W1G 8LA

No refunds for cancellation within 7 days of the course start date

Supporting Excellence in Medical Education