

# Tools of the Trade

Sunday, 7th May 2017

Baden-Powell House Conference Centre



Registered and postal address:

330 Gray's Inn Road  
London WC1X 8EE

Tel: +44 (0)300 123 2773

administrator@britishvoiceassociation.org.uk

[www.britishvoiceassociation.org.uk](http://www.britishvoiceassociation.org.uk)

Registered charity no: 1078709

A private company limited by guarantee

Registered in England No: 3873285

## APPLICATION FORM

### Rates:

Early bird rates available until :7.4.2017

Non-Members: £115 BVA Members: £85 Students: £50

### After 7.4.2017

Non-members: £125 BVA Members: £95 Students: £60

(Prices include refreshments and lunch)

## IMPORTANT!

**A: deadline for the receipt of POSTAL applications is: Friday 28th April 2017**

**B: after 28.4.2017, telephone bookings will be accepted up to 12noon on Tues 2nd May 2017**

**SUBJECT TO AVAILABILITY. Please ring: 0300 123 2773**

**C: if you turn up without prior booking, you run the risk of a SURCHARGE on the day**

**D: If you do not receive CONFIRMATION within 3 weeks of applying, please contact us.**

Name :.....

Profession: ..... (this will appear on your name badge)

Telephone: .....

Email: .....

(This will only be used to send you information about this course)

**CERTIFICATE OF ATTENDANCE:** Please tick here if you require a certificate of attendance on the day

**I am applying for this course at the rate of £ ..... by the following payment method:**

**1) Telephone:** You can ring the BVA office (**0300 123 2773**) to register (with a debit/credit card payment)

**2) Online: 08-92-99** (sort code) **65483057** (account number) **British Voice Association** (account name)

**REMEMBER:** to put your name in the reference box and ring the office/email form to register your details

**3) Cheque:** Please make cheques payable to: **British Voice Association**

**4) Invoices:** Please send in your completed form along with name/address of where to send invoice to

**NB: please include Purchase Order Number where applicable**

**5) Credit Card:** Please debit my DEBIT CARD / VISA / MASTERCARD

Card No: .....

Expiry date:..... Start date:..... 3 digit security no:..... (on the back of card)

Billing address for card (if different from address above): .....

..... Signature:..... Date:.....

**Please send your completed application form and payment to the BVA at the address top right hand corner**

### Cancellation policy for a BVA event

In the event an applicant cancels their place at a BVA course or conference, they are entitled to the following refund

4 weeks or more = 90% refund

Between 4 -1 weeks = 25% refund

From 1 week to the day of event = no refund (under any circumstances, including illness)

Should the BVA cancel a course, a full refund will be offered.