

## HOW TO BOOK

All bookings for events must be made in writing. You can book online at [www.fraudadvisorypanel.org](http://www.fraudadvisorypanel.org) or (where available) by downloading a printable booking form.

Places at all events are subject to availability and allocated on a first come-first served basis, so you should book early to secure a place.

Please note we can only process your booking if you have provided us with a valid email address.

## CONFIRMATION

We will send an email to your confirming your place on the event, within 48 hours of receiving your booking. If you have not received an email confirmation within this time please contact us.

Joining instructions will usually be sent out by email no later than one week before the event. In many cases we will also send a reminder.

## PAYMENT TERMS AND DISCOUNTS

Payment must be received before the event or within 30 days of the invoice date, whichever is sooner.

If your company requires a purchase order number to be quoted on the invoice, please state this on the booking form.

Discounts cannot be used in conjunction with other offers or discounted rates. At the point of booking, the discount offered applies to the person attending the event. Substitutes are welcome, but if they are not entitled to the same discount the appropriate additional charge will be incurred.

### *Credit and debit card*

You can pay by credit/debit card payment over the phone between 09:15 and 16:00 Mon-Fri. Call +44 (0)20 7920 8637. We accept the following cards: MasterCard, Visa and Maestro (UK issued only).

### *Cheques*

Cheques must be drawn in sterling only and made payable to 'Fraud Advisory Panel'. Please write your name and (where applicable) invoice number on the back of the cheque before sending it to us.

### *Bank transfer*

Our bank account details are available upon request. Please state your name and (where applicable) invoice number as a reference.

## CANCELLATIONS

All cancellations must be made in writing to [events@fraudadvisorypanel.org](mailto:events@fraudadvisorypanel.org)

- Cancellations received 14 days or more before the event will receive a full refund.
- Cancellations received less than 14 days before the event will not receive a refund (transfer only to another person). The full event fee must be paid.

If the Fraud Advisory Panel has to cancel an event, our liability is limited to a full refund of the event fee only.

The Fraud Advisory Panel accepts no liability if an event is cancelled or postponed for reasons beyond our reasonable control resulting from an act of God, governmental regulation, fire, war, terrorist activity or civil commotion.

## TRANSFERS

If you cannot attend an event, you can transfer your place to another individual. Places can be transferred at any time up to and including the day

of the event. Please note an additional charge may be applicable if the new attendee is not entitled to the same rate.

The Fraud Advisory Panel accepts no liability if you are unable to attend an event due to adverse weather conditions or any travel disruption.

## PROGRAMME CHANGES

The Fraud Advisory Panel reserves the right to change the content and timing of the programme, the speakers, the date or venue at any time before the event date.

## DELEGATE PACKS

For full-day conferences, we will provide delegate packs either electronically or in hardcopy. These are provided for the sole use of the delegate and may not be reproduced, shared or distributed, whether in whole or in part, by any method whatsoever without prior permission of the copyright owner.

## LIABILITY

The Fraud Advisory Panel does not accept responsibility for anyone acting as a result of information or views expressed at its events. You should neither act, nor refrain from action, on the basis of any such information. Delegates should take specific professional advice when dealing with specific situations.

External speakers alone are responsible for the content of their respective sessions. It is the policy of the Fraud Advisory Panel to give the fullest freedom to contributors/speakers to express their opinions. The opinions expressed by the speakers do not necessarily represent the views of the Fraud Advisory Panel.

Fraud Advisory Panel speakers will make every effort to ensure the validity and accuracy of the information they provide.

## SPECIAL REQUIREMENTS

If you have any access requirements or additional needs that will require assistance, please tell us when you book wherever possible, but no later than one week before the event to ensure we are able to meet your requirements in full.

## FILMING AND SOUND RECORDING

The Fraud Advisory Panel reserves the right to film, record or photograph any of the speakers at an event. As a member of the audience you should be aware that you may be inadvertently included in the images or sound recordings which are reproduced for Fraud Advisory Panel use.

## DELEGATE FEEDBACK

Delegates will receive a feedback form at the end of the event. Please complete and return it to us within seven days so that we can continue to improve and tailor future events to your requirements.

## ENQUIRIES

Please contact our events team. Call +44 (0)20 7920 8637 or email [events@fraudadvisorypanel.org](mailto:events@fraudadvisorypanel.org)

## FRAUD ADVISORY PANEL

Fraud Advisory Panel is a registered charity in England and Wales (no. 1108863) and a company limited by guarantee in England and Wales (no. 04327390).

The registered office address is Chartered Accountants' Hall, Moorgate Place, London EC2R 6EA UK.

# Event booking form

## EVENT DETAILS

Title: **Good governance and fraud risk management: a beginner's guide for smaller charities**

Date and Venue:

**Please complete and return to:** by post to Fraud Advisory Panel, Chartered Accountants' Hall, Moorgate Place, London EC2R 6EA or email [events@fraudadvisorypanel.org](mailto:events@fraudadvisorypanel.org).

## DELEGATE NAME

Title (Mr/Mrs/Ms/Miss/Dr)

Full name

Job title

Organisation

Address

Postcode

Email

Telephone

Special requirements

## REGISTRATION FEES

	Net amount	VAT @ 20%	Total amount
Charities / Not-for-profit sector	£25.00	£5.00	£30.00

## PAYMENT METHOD

**Total amount due is £** . Payment must be received before the event or within 30 days of the invoice date, whichever is sooner.

I would like to pay by:

Cheque (enclosed)  Credit or debit card  Bank transfer (BACS / internet banking)

Do you require an invoice?  No  Yes, please quote purchase order number

## DATA PROTECTION

I confirm that I have read and understood the terms and conditions for Fraud Advisory Panel's events.

### Using your personal information

We will use your information for administration and communication with you about any events you sign up for using the details you have provided. To do this we may share your information with our business partners, and provide your name, role and company to other delegates at the event as part of the list of delegates.

We may transfer your information to our service providers who are located outside the European Economic Area (EEA), and by submitting this form you confirm that you agree to this use of your information. These countries may provide a lower standard of protection for personal information, so if we do transfer your information we will take steps to ensure that your information is still protected.

For more information about how we use your personal information, please see our privacy policy at [www.fraudadvisorypanel.org](http://www.fraudadvisorypanel.org)

If **you are a member** of the Fraud Advisory Panel, we will continue to respect your wishes about receiving updates from us. You can update your preferences at any time by contacting [membership@fraudadvisorypanel.org](mailto:membership@fraudadvisorypanel.org).

If **you are not a member** of the Fraud Advisory Panel, we would like to send you updates about our events and other news that may be of interest to you, by email and other means, using the contact details above. If you do not want to receive these updates, please tick this box: