

Saturday CPD Conferences for Practitioners 2014

Visit <https://events.accaglobal.com> to register and book your place today.

Saturday Conference One	LOCATION	DATE	CONTENT
	London A	15 February	<ul style="list-style-type: none"> • PAYE and P11D • Inheritance Tax • The Construction Industry Scheme • Solicitors' Accounts Rule
	Bristol	22 February	
	Glasgow	01 March	
	Swansea	08 March	
	London B	15 March	
	Sheffield	22 March	
	Manchester	29 March	
	Birmingham	05 April	
	London C	12 April	

Saturday Conference Two	LOCATION	DATE	CONTENT
	Manchester	26 April	<ul style="list-style-type: none"> • Accounting for LLPs • Employment Law Update • Finance Bill/Act 2014 • UK and EU VAT Update
	London A	10 May	
	Bristol	17 May	
	Glasgow	31 May	
	London B	07 June	
	Swansea	14 June	
	Birmingham	21 June	
	Sheffield	28 June	
	London C	05 July	

Saturday Conference Three	LOCATION	DATE	CONTENT
	London A	04 October	<ul style="list-style-type: none"> • Accounting Standards Update • Tax Planning for the Family Company <p>The remaining two sessions have been left open to deal with issues arising during 2014</p>
	Glasgow	11 October	
	Manchester	18 October	
	Birmingham	25 October	
	Bristol	01 November	
	London B	08 November	
	Swansea	15 November	
	Sheffield	29 November	
	London C	06 December	

VENUES

Birmingham	Aston Business School
Bristol	Holiday Inn Filton
Glasgow	Marriott Hotel
London	Royal College of Physicians
Manchester	Marriott Victoria & Albert Hotel NEW
Sheffield	Novotel Hotel
Swansea	Marriott Hotel

FEES

One Conference	£135
Two Conferences/delegates	£123 per conference
Three or more Conferences/delegates	£109 per conference

Discounts apply to any number of delegates from one firm. To qualify, the booking must be made together. Please note the prices quoted are per person, per conference.

CPD UNITS

7 units per conference

To register and book online please visit <https://events.accaglobal.com>

Saturday CPD Conferences for Practitioners 2014

Payment must accompany the booking form (booking forms submitted without payment will not be accepted).

Please use BLOCK CAPITALS throughout

Please book a place on the conferences below:

- Conference One _____
 Conference Two _____
 Conference Three _____

INVOICE TO

For the attention of:

Mr/Mrs/Miss/Other (please specify) _____

First name _____

Surname _____

Organisation _____

Address _____

Postcode _____

Is this a home address? business address?

Tel no. _____ Fax no. _____

Email _____

VAT reg. no. _____

DELEGATE DETAILS

Membership no. (if applicable) _____

Are you an ACCA? FCCA?

(Please note these letters will appear on joining instructions and the delegate list)

Additional designatory letters _____

Mr/Mrs/Miss/Other (please specify) _____

First name _____

Surname _____

Job title _____

Email _____

Tel. no. _____ Mobile no. _____

Correspondence address _____

Postcode _____

Is this a home address? business address?

PREFERRED METHOD OF COMMUNICATION

Email Post

SPECIAL DIETARY REQUIREMENTS (tick as appropriate)

Vegetarian Other _____

(please specify)

TRANSFERS/CANCELLATIONS

Notification of transfers should be given, in writing, at least 10 full working days prior to the start of the originally booked event. 10% of the event fee will be charged on each event transferred, based on the standard non-discounted course fee.

Refunds will only be given where cancellations are notified, in writing, 10 working days or more before the event. 10% of the event fee will be charged on each event cancelled, based on the standard non-discounted course fee. If you are unable to attend a booked event a colleague may attend in your place.

In the event that we cancel an event, our liability shall be limited to a refund of any course fees paid. In order to keep costs – and fees – to a minimum, we reserve the right to cancel or reschedule events without prior notice and to amend published programmes, fees, venues and lecturers.

JOINING INSTRUCTIONS

Joining instructions are usually sent at least five working days before the start of an event. If you have not received your joining instructions three days prior to the event, please call the Professional Courses team on 020 7059 5910. **ACCA will not be held responsible for non-receipt of joining instructions and refunds will not be issued under such circumstances.**

Visit http://uk.accaglobal.com/uk/members/professional_courses/ book to view our full terms and conditions.

PAYMENT METHOD (tick as appropriate)

Please note, ACCA courses run by CAET are VAT exempt.

I enclose a cheque (made payable to CAET) for £ _____

Please charge to my:

- Mastercard Visa Amex
 Maestro Visa Debit

Please note that card transactions are processed by Worldpay on behalf of the Certified Accountants Educational Trust.

Name of cardholder _____

Cardholder's address _____

Postcode _____

Cardholder's email _____

Card no. _____

Issue no. _____

Start date _____ Expiry date _____

I have read and accept the terms and conditions.

Signature _____

Date _____

Please return this form to:

CAET, Professional Courses,
PO Box 64185, London, WC1A 9EB or
Fax to course bookings on 020 7059 5959

VAT registration number GB 233 3332 02

BOOKING FORM