



ASSOCIATION OF LOCAL AUTHORITY MEDICAL ADVISORS



OCCUPATIONAL HEALTH: STAYING ON THE STRAIGHT AND NARROW

ALAMA AUTUMN CONFERENCE · 21-23 NOVEMBER 2018
OULTON HALL, ROTHWELL LANE, OULTON, LEEDS LS26 8HN

FOR OCCUPATIONAL HEALTH PHYSICIANS WORKING WITH THE
LOCAL AUTHORITIES, EMERGENCY SERVICES, HIGHER AND FURTHER
EDUCATION, CIVIL SERVICE AND NHS

BOOKING BROCHURE

OCCUPATIONAL HEALTH: STAYING ON THE STRAIGHT AND NARROW

ALAMA AUTUMN CONFERENCE · 21-23 NOVEMBER 2018



INTRODUCTION/WELCOME

THE ALAMA CONFERENCE IS THE LEADING OPPORTUNITY FOR OH PHYSICIANS FROM ACROSS THE UK AND BEYOND TO ACCESS THE LATEST CLINICAL, PROCEDURAL AND LEGAL INTELLIGENCE IN THE MOST COST EFFECTIVE AND TIME EFFICIENT MANNER. DESIGNED BY AND FOR OH PHYSICIANS IT DELIVERS A PROGRAMME THAT IS RELEVANT, THOUGHT PROVOKING AND EDUCATIONAL.

The last conference held in Leeds attracted a record number of attendees and this one is based on the same highly successful formula. Delegates will be treated to a range of expert speakers including in the field of orthopaedics, cardiology, ENT and of course psychiatry (including a session that discusses the difficulties in establishing evidence of permanency in various psychiatric conditions). The clinical sessions focus on subjects that you will come across in your daily practice whatever industrial sector you work in, ensuring that the programme is completely relevant to you.

To maintain this high level of relevance, the loose theme of the conference is staying on the straight and narrow. The objective here is to have you come away with crucial information on how to remain compliant with some of the mine field of regulatory systems that impact on your practice. We've lined up sessions on professional appraisals, revalidation and cyber security. And if just reading that causes you to sweat and feel faint with anxiety, you'll certainly be interested in attending an extended and interactive session on avoiding burnout and building mental resilience!

The central location and programme content of the Leeds ALAMA conference in November 2018 is again likely to prove very popular – so dust off your flat caps, pack your ferret repellent and book early to avoid disappointment!

Dr. Shahed Khan

Key to the success of each ALAMA conference is the programme. We are still in the process of confirming some of the sessions and speakers however, this is the story so far...

- Adjustment disorder and mixed anxiety and depressive disorder, chronic fatigue syndrome and depression that can be consequential on chronic stress.
- ENT Balance Problems
- Cyber Security
- Spinal pain, radiology, treatments and functional return to work before and after spinal surgery.
- Complaints against OHPs
- ADHD – Screening, diagnosis and functional impact on life and work.
- Function and prognosis of common long term conditions of knee and hip
- The why, how and what of the medical appraisal process.
- ENT Balance Problems
- Avoiding Burnout: Understanding Stress, Building Resilience and Embracing Relaxation (Special session)
- TRiM
- Local Authority Session
- Police Session
- Fire Session
- Legal Update

This key event is an invaluable resource for Occupational health professionals. It offers excellent value for money and we expect to achieve 16 CPD points.

“THE QUALITY OF THE SPEAKERS AND THE ORGANISATION WAS OF THE HIGHEST AND MIGHT BE THE BEST I HAVE ATTENDED IN 10 YEARS”



VENUE

Oulton Hall, Rothwell Lane, Oulton, Leeds, LS26 8HN

www.qhotels.co.uk/our-locations/oultion-hall/

Oulton Hall is one of the loveliest four star hotels in Yorkshire, situated just outside of Leeds. Within this grand 18th century setting, the hotel has a state-of-the-art spa, well-equipped health club, beautifully landscaped gardens and a drawing room.

This 18th-century mansion and has an award-winning cuisine, a spa, and a 27-hole championship golf complex in its grounds. There is free WiFi, free parking, and Leeds Train Station is 5 miles away.

All the bedrooms have a flat-screen TV with cable and some Sky channels and facilities for making tea and coffee. Have a look at the website, you may decide to stay on after the conference to enjoy the Spa, Golf or just stay for afternoon tea!

Oulton Hall History

Oulton Hall was originally a "modest eighteenth-century house" owned by the Blayds family. In 1807 the house was left to John Calverley, who was a partner in Beckett's Bank and Mayor of Leeds in 1798. He changed his name to Blayds in order to inherit the property, but his descendants reverted to Calverley. He enclosed the surrounding common in 1809, and it was landscaped to designs by Humphrey Repton soon afterwards. In around 1822, he commissioned Sir Robert Smirke to remodel the house, and it was enlarged by Smirke's brother, Sydney, in 1839. In 1850 a fire

destroyed much of the property, including most of the Smirkes' work. The Leeds firm of Perkin and Backhouse rebuilt the hall, and further work was done in 1875 by Perkin and Sons and in 1885 by Chorley and Cannon of Leeds.

The hall had various uses during the 20th century. In the First World War it was used as a hospital and convalescent home for wounded soldiers, and in 1925 the hall and grounds were sold to the county council. After the owners left in the 1930s the house was requisitioned by the military during the Second World War. It was used it as a mental hospital until 1971. Oulton Hall then changed hands, but due to the lack of resources of the new owner it fell into disrepair, and in 1974 it was derelict. In 1991 De Vere Hotels acquired the lease and rescued it. Restoration and expansion cost £20 million to turn the hall into a hotel set in an estate of 300 acres (1.2 km²), with gardens, a 27-hole golf course and a spa.

DIRECTIONS

BY CAR

Oulton Hall is easy to find from the M1 and A1. From the M1 take junction 42 for the M62 towards Hull. Leave at junction 30 and follow the signs toward Rothwell. Then follow the sign which says "Oulton 1 mile", taking the first exit at the next 2 roundabouts. The hotel is on your left. From the A1 South, take junction for the M62 towards Leeds and leave at junction 30. Then follow the signs to Rothwell and Oulton as above. From the A1 North, follow the A1/M1 link road towards Leeds and take junction 44. Turn left at the top of the slip road and follow the A639 to the roundabout. Turn right at the roundabout and the hotel is on your left.

BY RAIL

Oulton Hall is 5 miles from Leeds Station.

BY AIR

Leeds / Bradford airport is 15 miles away.

REGISTRATION

The conference will run from lunch time on Wednesday 21st November until 13.00 on Friday 23rd November 2018. Please choose your registration package carefully. You can book online alternatively you can complete and return the form to the Conference Office. You can also pay by cheque, credit/debit card or BACS.

PROMOTIONAL OPPORTUNITIES

For organisations wishing to introduce your services or products to occupational health physicians, eager to meet, develop sales leads and build customer relations yet keen to keep costs down then this conference is for you.

We offer a variety of opportunities to suit all budgets, or the chance to build a dedicated package specifically to meet your objectives. For further information on sponsorship and support opportunities please contact Sandy at sandy@alamaconferences.co.uk

FUTURE CONFERENCES

ALAMA SPRING CONFERENCE 2019

13th-15th March 2019

Venue – Forest of Arden Marriott Hotel and Country Club

<https://www.marriott.com/hotels/travel/cvtgs-forest-of-arden-marriott-hotel-and-country-club/>

A luxurious venue set in idyllic surroundings, near Birmingham

ALAMA AUTUMN CONFERENCE 2019

13th-15th November 2019

Venue – Castle Hotel in Windsor

<http://www.castlehotelwindsor.com/>

A stunning location only 200m from Windsor Castle.

OCCUPATIONAL HEALTH: STAYING ON THE STRAIGHT AND NARROW

ALAMA AUTUMN CONFERENCE · 21-23 NOVEMBER 2018

CONFERENCE PROGRAMME

WEDNESDAY 21ST NOVEMBER

- 12.00-12.45 LUNCH**
- 13.00-13.45 FUNCTION AND PROGNOSIS OF COMMON LONG TERM CONDITIONS OF KNEE AND HIP**
A summary of common knee and hip conditions. Assessment, options for treatment and prognosis. Conditions discussed include sporting injuries (e.g. ACL surgery, meniscal tears), and arthritic conditions of the hip and knee. Advice for patients with chronic knee/hip conditions in terms of physical activity. Indications for intervention for painful arthritic hip and knees including joint replacement surgery, return to work and prognosis.
Winston Kim, Consultant Orthopaedic Surgeon
- 13.50-14.35 TBC**
Christopher Malkin, Consultant Interventional Cardiologist, Leeds General Infirmary
- 14.35-14.50 COFFEE**
- 14.55-15.40 ADHD SCREENING, DIAGNOSIS AND FUNCTIONAL IMPACT ON LIFE AND WORK.**
Marios Adamou, Consultant Psychiatrist in neurodevelopmental psychiatry (ADHD and ASD) South West Yorkshire Partnership NHS Foundation Trust
- 15.40-16.30 ENT BALANCE PROBLEMS**
Mr. Simon Carr, Consultant ENT Surgeon Bradford Teaching Hospitals NHS foundation
- 16.40-18.00 SPECIAL INTEREST SESSIONS**
Police, Fire or Local Authority
- 19.30 NETWORKING DINNER**

THURSDAY 22ND NOVEMBER

- 09.00-09.45 AUTISM SPECTRUM CONDITION**
Coping strategies and aids in the workplace.
Ms Nicola James, CEO of Lexxic Chartered Occupational Psychologist
- 09.50-10.35 THE WHY, HOW AND WHAT OF THE MEDICAL APPRAISAL PROCESS.**
To cover the key requirements for appraisal with hints of how to make the preparation easy and to obtain the most value out of the process.
Nicola Cordell, Consultant OHP, researcher and educator Managing Director of EOPH and Cordell Health Ltd
- 10.40-10.55 COFFEE**
- 11.00-11.45 CYBER SECURITY 101**
Be Cyber Aware with this Cyber Security Talk
Daniel Reeves, Director The Computer Clinic Bicester Ltd
- 11.50-12.35 "I'VE GOT BACK PAIN, I CAN'T WORK, YES YOU CAN!"**
To discuss the various causes of spinal pain, radiology, treatments and functional return back to work before and after spinal surgery. When and what investigations to help and why it is important to get an early diagnosis.
Jake Timothy, Honorary Consultant Neurosurgeon and Spinal Surgeon Leeds Teaching Hospitals NHS Trust. Associate Professor University of Leeds
- 12.35-13.25 LUNCH**
- 13.30-14.15 "COMPLAINTS AGAINST OHPS"**
Gregory Dollman, Medical Adviser MDDUS
- 14.15-15.10 TBC**
John Smyth, GMC

- 15.10-15.30 COFFEE**
- 15.30-17.30 AVOIDING BURNOUT**
Understanding Stress, Building Resilience and Embracing Relaxation
Zainah Khan, Psychotherapist Chakra Corporate Mental Strength Ltd
- 19.00-23.00 CONFERENCE DINNER**
At the Hotel Dinner

FRIDAY 23RD NOVEMBER

- 09.00-09.45 PSYCHIATRIC DISORDERS**
The challenges of establishing the evidence for permanence in ill health retirement cases.
James Briscoe, Consultant Psychiatrist
- 09.45-10.30 TBC**
Neil Greenberg, TRIM
- 10.30-10.50 COFFEE**
- 10.50-11.35 TBC**
- 11.35-12.45 LEGAL UPDATE**
Diana Kloss, Barrister
- 12.45-13.00 CONFERENCE CLOSE**



SPEAKER INFORMATION AND BIOGRAPHIES

MR WINSTON KIM

Winston Kim is a Consultant Orthopaedic Surgeon, with his practice focussing on arthritic conditions of the hip and knee, particularly early hip and knee arthritis, including conditions arising from hip and knee sporting injuries. Mr Kim graduated from the University of Aberdeen in 1996, completed his Orthopaedic training in the North West rotation, obtaining the FRCS (Orth). He underwent sub specialist training in Vancouver at Clive Duncan's unit at UBC, Vancouver. He was recipient of the British Orthopaedic Foundation Travelling Fellowship award visiting the world renowned Mayo Clinic, Minnesota and the Hospital of Surgery (HSS) in New York, USA. He was a Visiting Surgeon at the Steadman-Philippon Clinic in Vail, Colorado.

Mr Kim's elective NHS and private practices encompass all aspects of hip and knee surgery. He performs optimally invasive hip and knee replacements incorporating enhanced recovery techniques. He has an interest in advanced surgical techniques for the management of early hip and knee osteoarthritis. He has a large sports injuries practice managing hip labral tears, meniscal and ACL injuries.

Mr Kim has a strong research background and has lectured widely in national and international meetings such as the British Hip Society, British Orthopaedic Research Society, European Orthopaedic Research Society, British Trauma Society and the British Orthopaedic Association. Winston has garnered several awards and prizes, including prizes for best basic science research (Peter Mallimson Prize, Best Fellow Research Award UBC, Vancouver), Ronald Ravens Barbers Award and the Sir John Charnley Trust Award and the British Hip Society Poster Prize in 2015. He was awarded the Harvey Green Surgical Teacher Prize in 2005.

“LEVELLED AT DOCTORS AND THEIR UNIQUE NEEDS.”

DR. NICOLA CORDELL

I am an experienced consultant occupational health physician, researcher and educator, passionate about developing further understanding of organisational performance and health. To support this aim, I have developed an alternative business model for delivering occupational health which tailors a full range of services to an organisation's needs and strategic goals. This embeds education, training, early intervention in addition to traditional services. I am a consultant with the clinical panel of PricewaterhouseCoopers advising on occupational health matters and involved in research projects with the Occupational Performance Research Group at the University of Chichester also involved in a number of research projects which include fitness for work standards and development of professionals.

I am currently undertaking PhD at Oxford Brookes University researching the factors influencing the ability to work for employees with a long term health problem or disability. I completed my specialist training in 2004 with the British Army, after serving as a general practitioner since Feb 1995, During my service, I developed skills in health strategy, practical research on assessment of fitness for work in addition to general leadership and management of clinical teams. I undertook an MSc in Medical Education with Cardiff University which has

OCCUPATIONAL HEALTH: STAYING ON THE STRAIGHT AND NARROW

ALAMA AUTUMN CONFERENCE · 21-23 NOVEMBER 2018

developed my interest in developing the speciality through education and professional development of all clinical specialities.

I am a Fellow of and examiner for the Faculty of Occupational Medicine, and have been involved in the delivery of training for both the Society of Occupational Medicine and the Royal Society of Medicine (Occupational Medicine Section). Specialist Interests: Promoting accessibility and the support of those with a disability in employment, organisational Performance and health in business and evidence based assessment of fitness for work.

DR. ZAINAH KHAN

Chakra was launched in April 2016 by Zainah Khan, a qualified Psychotherapist and Counsellor who has worked in a number of corporate environments historically, including financial services and education, and experienced the stress of highly pressurised teams which ultimately leads to low retention rates and absences related to poor mental health. Zainah has supported clients in personal therapy with Victim Support and the Domestic Violence Unit, and has provided one-to-one therapy to students aged 11-16 in the Academies across Leeds. In the corporate world, Zainah has delivered training programmes around mental health awareness, managing denial and defence mechanisms and silencing inner critics to clients such as the Institute of Directors, Lupton Fawcett Solicitors, the Chartered Institute of Building, the NHS and DLA Piper. One of the most recent successes was in training 52 staff members at Specsavers in "Building Your Mental Strength Toolkit".

The Specsavers team have just been awarded Health & Wellbeing Practice of the Year by the Association of Optometrists as a result of implementing and embracing the learning. Chakra won a Business Advantage Award of £5000 in Legal Support in 2016, and gained significant publicity in a number of press publications including the Yorkshire Post and Telegraph & Argus newspapers, as well as contributing to the "Ask the Expert" section in Bestfit Health and Fitness Magazine.

DR. JAMES BRISCOE

Dr James Briscoe, Consultant Psychiatrist. MB ChB, MRCPsych, MMedSci Dr Briscoe qualified in medicine from University of Birmingham Medical School in 1988 and was elected as a Member of the Royal College of Psychiatrists in 1994. He gained a Master of Medical Science (Birmingham) degree in 1996. He was appointed as an NHS Consultant Psychiatrist in 1997 and since then has worked in community mental health teams, home treatment teams and as an inpatient consultant, developing expertise in assessing and managing patients with a wide range of mental illnesses, including depression, anxiety and phobic disorders, alcohol misuse, chronic fatigue syndrome, post-traumatic stress disorder, psychosis, medically unexplained symptoms and personality disorders. He is currently Consultant Psychiatrist with the Early Intervention in Psychosis Service for South Staffordshire and Shropshire Healthcare NHS Foundation Trust (SSSFT). He was a Senior Lecturer in the Interdisciplinary Centre for Mental Health, University of Birmingham, past Medical Director at Woodbourne Priory Hospital and past Deputy Clinical Director at SSSFT. He has written a number of peer reviewed academic papers and book chapters.

Dr Briscoe has also worked as an independent Consultant Psychiatrist since 1997. He has specific expertise in occupational mental health and has developed a special interest and expertise in assessing and managing people suffering from work-related stress and its psychiatric and psychological consequences. He was visiting consultant psychiatrist to the occupational health department for Jaguar Land Rover from 2003-2006. Dr Briscoe has published peer reviewed articles and written book chapters on stress, personality disorder and mental health policy.

"ONE OF THE MOST USEFUL CONFERENCES I HAVE BEEN TO IN A VERY LONG TIME."

PROF. NEIL GREENBERG

FHEA, MFMLM, DOccMed, MEWI, MInstLM, MFFLM, MD, FRCPsych Professor of Defence Mental Health Professor Greenberg is a consultant academic psychiatrist at King's College London. Neil served in the United Kingdom Armed Forces for more than 23 years and has deployed to a number of hostile environments including Afghanistan and Iraq. Neil has published more than 200 scientific papers and book chapters many of which are on occupational and traumatic stress management. He is a past President of the UK Psychological Trauma Society, the Royal College of Psychiatrists Lead for Military and Veterans' Health and runs March on Stress (www.marchonstress.com) a psychological health consultancy which aims to promote better mental health within organisations.

DR JOHN SMYTH

Dr John Smyth is Assistant Director for the GMC case examiner team, overseeing the team's decisions whilst contributing to the work of the GMC senior fitness to practise management team. GMC case examiners make decisions about investigation outcomes and in doing so they are required to weigh the evidence and apply relevant legislation and guidance. Decisions must be jointly agreed between medical and lay case examiners and are subject to significant internal and external scrutiny. He has been significantly involved in reviewing the GMC's approach to the investigation and monitoring of doctors with serious health issues and is working with GMC colleagues to implement wide ranging changes designed to lessen the impact of investigations.

He trained at Manchester Medical School and, after completing vocational training, worked as a GP partner in Bolton (Lancashire) for 9 years before moving to a portfolio career. Since leaving GP partnership he has worked as a salaried GP, taught undergraduates at the University of Liverpool and obtained a teaching qualification and a Masters Degree in Medical Ethics and Law. He joined the GMC as a part-time medical case examiner in 2006.



PROF. DIANA KLOSS

Professor Diana Kloss MBE is a barrister and former employment tribunal judge. She is the author of a number of texts including Occupational Health Law and Discrimination Law and Occupational Health Practice. She writes a regular legal column in Occupational Health at Work. Diana has been a member of a number of government committees, including the Industrial Injuries Advisory Council.

In 2009 she was appointed MBE for services to occupational Health. Diana is an honorary Fellow of the Faculty of Occupational Medicine and an honorary life member of the Society of Occupational Medicine. She is an honorary Senior Lecturer at Manchester University, visiting professor at London South Bank University and honorary lecturer at Cardiff University. She is currently the Chair of the UK Council for Work and Health.

MR. SIMON CARR

Mr. Simon Carr is a Consultant ENT Surgeon at Bradford Royal Infirmary and Sheffield Children's Hospital. He specialises in Otolaryngology, specifically conditions affecting the hearing and balance systems. He has recently completed a clinical fellowship in Toronto, Canada during which he gained experience in the management of adult and paediatric vestibular disease.

DR CHRISTOPHER MALKIN

Dr Malkin was trained in Sheffield achieving an honours degree and post-graduate MD. In 2010 he secured a competitive interventional fellowship in the Flinders Medical Centre, South Australia. He was appointed to Leeds Teaching Hospitals as a Consultant Interventional Cardiologist in 2011. Dr Malkin is one of highest volume operators in the region. His outcomes for coronary intervention are excellent and are published annually on the NHS Choices website. He is comfortable with all adjuvant techniques and particularly favours pressure wire guided coronary intervention to ensure the most effective and safe use of coronary stenting. He is a key member of the Leeds trans-catheter aortic valve implantation programme and personally performs more than 100 aortic valve interventions a year and participates in major clinical trials of new technologies and training programmes for start up centres. Dr Malkin set up a referral point for severe hypertension and performed the first renal artery denervation procedures (a treatment for severe hypertension) in West Yorkshire. He believes in open discussion, informed choice and consent. He takes the time to make the correct diagnosis and ensures his patients receive accurate information to make the appropriate choices for their healthcare. Current posts - Consultant Interventional Cardiologist, Leeds General Infirmary. Personal interests - Skiing, wild swimming and cycling,

MARIOS ADAMOU

Marios Adamou is a Consultant Psychiatrist in neurodevelopmental psychiatry (ADHD and ASD) at South West Yorkshire Partnership NHS Foundation Trust. He is the Head of Specialist Service Development and Foundation Trust Governor at the same organisation. He is a board member (Director) at the Governing body of East Ridings Clinical Commissioning Group and has National posts with NHS England, Monitor and National Institute for Clinical Excellence (NICE). Marios Adamou holds offices at the Royal College of Psychiatrists where he is a Fellow (FRCPsych). He is presently the Regional Advisor for the Yorkshire Region, elected

member of the Executive Committee of the Faculty of General Adult Psychiatry whose is the policy lead, and co-opted member for the Northern and Yorkshire Division. His Medical Training (MD) was completed at the Aristotle University, Thessaloniki, Greece and his Psychiatric training at Guys, Kings and St Thomas's scheme in London. He held full time research positions at the University of Kent and Institute of Psychiatry, London. Marios Adamou has academic qualifications in a number of disciplines. He completed postgraduate degrees (MSc) in Mental Health Studies, MA (History), LL.M (Medical Law), MBA (Business Administration) and PGCE (Medical Education). He earned a postgraduate diploma in Occupational Medicine (DOccMed) awarded by the Faculty of Occupational Medicine of the Royal College of Physicians. He completed a PhD by research. He is an International Fellow at the Centre for Innovation in Health Management at the University of Leeds and Executive Committee Member at the UK adult ADHD Network (UKAAN). He is the Chair of the Northern Adult ADHD Clinician's Group (NACG). He is a Fellow of the Higher Education Academy (FHEA), the Royal Society of Arts (FRSA), the Royal Society of Public Health (FRSPH) and the Society of Biology (FSB). He is a founding member of the Faculty of Medical Leadership and Management (MFMLM). He is a member of the Institute of Directors (MIoD). He is a Chartered Member of the Chartered Management Institute (CMgr MCMI).

OCCUPATIONAL HEALTH: STAYING ON THE STRAIGHT AND NARROW

ALAMA AUTUMN CONFERENCE · 21-23 NOVEMBER 2018



ASSOCIATION OF LOCAL AUTHORITY MEDICAL ADVISORS

BOOKING FORM

Please tick the elements you wish to book. **If you wish to pay by Credit/Debit card you must complete an online booking www.alamaconferences.co.uk/alamaleeds**

DELEGATE DETAILS

FORENAME _____

SURNAME _____ TITLE _____

ORGANISATION _____

ADDRESS _____

POSTCODE _____ TELEPHONE _____

GMC NUMBER _____ ARE YOU AN ALAMA MEMBER?
 YES NO

EMAIL (ALL INFORMATION WILL BE SENT TO THIS ADDRESS SO PLEASE PRINT CLEARLY) _____

PLEASE TELL US IF YOU HAVE ANY SPECIFIC SENSORY, MOBILITY OR DIETARY REQUIREMENTS

SPECIAL INTEREST SESSION SELECTION

Please indicate which session you will be attending.

Wednesday 21st November 2018

- Local Authority Police Fire & Rescue

CLINICAL PRESENTATIONS

Short presentations/posters are invited for consideration at the conference. Please send a short summary or outline by 1st October 2018 to sandy@alamaconferences.co.uk.

TITLE _____

FOR FURTHER INFORMATION CONTACT

Please send Booking Forms to the ALAMA Conference Office, c/o Sandy Quinn, Newcroft, 111A Canal Road, Congleton, Cheshire, CW12 3AP
 T: 07771 867137
 E: sandy@alamaconferences.co.uk
www.alamaconferences.co.uk/alamaleeds

REGISTRATION OPTIONS

	EARLY BIRD FEE Valid to 15/10/18		STANDARD FEE from 16/10/18	
	ALAMA MEMBER	NON MEMBER	ALAMA MEMBER	NON MEMBER
Package A Full Conference, two nights B&B, two Lunches, Networking and Conference Dinners	<input type="checkbox"/> £740	<input type="checkbox"/> £800	<input type="checkbox"/> £840	<input type="checkbox"/> £900
Package B Full Conference, no accommodation, no Dinners	<input type="checkbox"/> £535	<input type="checkbox"/> £595	<input type="checkbox"/> £565	<input type="checkbox"/> £625
Package C Half Day Wednesday including lunch	<input type="checkbox"/> £180	<input type="checkbox"/> £210	<input type="checkbox"/> £200	<input type="checkbox"/> £230
Package D Full Day Thursday including lunch	<input type="checkbox"/> £270	<input type="checkbox"/> £300	<input type="checkbox"/> £290	<input type="checkbox"/> £320
Package E Half Day Friday including a packed lunch	<input type="checkbox"/> £155	<input type="checkbox"/> £165	<input type="checkbox"/> £160	<input type="checkbox"/> £170
TOTAL PAYABLE				

NB: ALL FEES ARE INCLUSIVE OF VAT AT 20%. VAT REG NO. 707 7342 33

We offer a special Trainee DDR Rate. Please contact Sandy for more details. If you would like your partner to stay with you or you would like to stay for dinner only please contact Sandy directly.

PAYMENT OPTIONS

bookings cannot be made unless full payment or a fully authorised Purchase Order is sent with this Booking form. If you would like to pay by Credit/Debit card you must complete an online booking form at www.alamaconferences.co.uk/alamaleeds. Confirmations will be sent by email in receipt of your completed booking form and payment. Joining instructions will be sent early November.

- I have enclosed a cheque for £ _____
(Payable to ALAMA 2006, Yes we still mean 2006!!)
- I have enclosed a fully authorised Purchase Order Number
Payment will be made by BACS to: ALAMA 2006,
- I wish to pay via BACS. If paying by BACS please use the **Invoice Number** or **Delegate Surname** as the reference. Bank Details: NatWest, Sort Code: 60-20-29. A/C No 39523519 Swift Code: GB62NWBK60202939523519

SIGNED _____ DATE _____

PRINT NAME _____ POSITION _____

TERMS AND CONDITIONS

This booking form constitutes a legally binding agreement. Payment must be received in full prior to the event in order to reserve a bedroom/place. Delegate places will be confirmed and conference details sent subject to receipt of payment. Cancellations must be confirmed in writing three full weeks prior to the event and will be refunded minus an administration charge of £50. We regret that no refunds can be made after that time, for whatever reason, although substitutions will be accepted if notified in writing prior

to the event. SQ Communications Limited will hold the personal information you provide on a database. We would like to keep you informed about ALAMA Conferences and retain your name and email address in order to do this. We do not release this information or any other delegate data to third parties.

- Please tick here if you do not want to receive information regarding any future events of this nature.