

**Everything you wanted to know about ITTs
but were afraid to ask - an expert seminar for GPs and
practice managers**

Wednesday 14 April 2010

1.00pm to 5.00pm (registration and lunch from 12.30pm to 1.00pm)

The Snow Room, BMA House, Tavistock Square, London
WC1H 9JP

The workshop will be led by experts in the field. Learning outcomes will be:

- A brief overview of the procurement process
- Understanding and knowledge of what PCTs are looking for
- Appreciation of the final requirements for successful bid writing
- Understanding the risks of ITT bid writing
- Learning about the evaluation criteria
- Being able to assess the quality of your own bid
- Understanding the do's and don'ts of interviews

The cost for attendance at this workshop is **£175.00**. Places are limited so please complete the form below and return it with your cheque payable to 'Londonwide Enterprise Limited' for the attention of Karen Cooper (kcooper@lmc.org.uk) at Londonwide LMCs, Tavistock House North, Tavistock Square, London WC1H 9HX by Monday 12 April 2010.

Name:

Practice/contact details:

Email address:

Dietary requirements:

Access requirements:

Terms and Conditions

All bookings are subject to the terms and conditions set out below, and should be made on the registration form/slip. The person signing or submitting the registration form must be authorised to accept all conditions as set out herein on behalf of those named on the form.

Data Protection

By entering your details, you agree to allow Londonwide Enterprise Ltd and Londonwide LMCs Ltd to contact you (by mail, email, telephone, SMS or fax) regarding its services. If you do not wish to receive such communications please contact us in writing.

Your name, profession and Primary Care Trust practice area may be shared with carefully selected exhibitors and sponsors of this event. If you do not wish for these details to be distributed to third parties present at the event, please inform Hannah Millard in writing at the address below.

Cancellations / Substitutions

Cancellations made before (one month) will be charged at 10% of the invoice total.

Cancellations made between this date and (two weeks before the date of the event) will be charged at 50% of the invoice total. Cancellations made after this date will be charged the full invoice total. However you can send a substitute delegate at any time. Cancellations and substitutions must be made in writing.

Booking Conditions

A confirmation letter will be sent, within 3-5 working days from receipt of your booking. If you have not already sent payment an invoice will be sent to you within 7-10 working days. Payment must be received before the event date.

Access Requirements

To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting Karen Cooper (kcooper@lmc.org.uk), tel no. 0207 387 2034 x 261.

Dietary Requirements

We always provide vegetarian options at our events, but please inform us if you need us to cater for any other dietary requirements.

Event Language

English

Alterations to the advertised event

It may be necessary for reasons beyond the control of Londonwide Enterprise Ltd or Londonwide LMCs Ltd to alter the content and timing of the event, the identity of the speaker, the date or the venue. In the unlikely event of the event being cancelled (as opposed to postponed), we will refund you the registration fee, but to the fullest extent permitted by law, we will not be liable to you for any other costs or losses, whether direct or indirect.

This does not affect your statutory rights. To the fullest extent permitted by law we will not be liable to you for any losses (whether direct or indirect) based on reliance on any content at event.

Should Londonwide Enterprise Ltd or Londonwide LMCs Ltd be unable to perform any obligations under this Agreement due to causes or circumstances beyond its reasonable control, including any Act of God, war or threatened war, terrorism or threatened terrorism, fire, flood, drought, strike, lock out or actions of the venue, they will not be liable to you for this.

Venue policies

You will need to comply at all times with the rules and regulations imposed by the venue and may be excluded or removed from the event for failure to adhere to such requirements. You will also need to ensure that you have your own insurances against any loss to your property or any loss or damage you may cause at the event.

General

Nothing in these Terms of Use shall restrict or exclude any liability that we have to any party which can not be excluded by law. These Terms of Use shall be governed by English law and the courts of England and Wales shall have exclusive jurisdiction over any disputes arising.

PRIVACY POLICY

Londonwide Enterprise Ltd and Londonwide LMCs Ltd are committed to protecting your privacy and security. In order to deliver our services to you, we need to process and store your personal information. We will never wilfully disclose personal information about you to any third party other than to process an order without first receiving your permission or unless we are under a legal obligation to do so.

Feedback, Comments & Suggestions

Our address is: Londonwide Enterprise Ltd, Tavistock House North, Tavistock Square, London WC1H 9HX
Tel: +44 (0)20 7387 2034, email: info@lmc.org.uk