**Introducing IFS to CAT Workshop**

**Friday 31st October 2025, 9.30am – 4.30pm**

**The Education Centre, West Suffolk Hospital, Bury St Edmunds, Suffolk, IP33 2QZ**

**Booking Form**

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| **Name:** |  |
| **Job Title & level of CAT experience / knowledge:** | *A working knowledge of CAT is assumed. This information is to aid the presenters.* |
| **Address:** |  |
| **Email address:** |  |
| **Mobile Number:** |  |
| **Will your invoice be paid by an NHS Trust (with a purchase order number)?**  **YES / NO** | |
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| **I would like to book a place on:**  **Introducing IFS to CAT Workshop**  **Friday 31st October 2025, 9.30am – 4.30pm**  **The Education Centre, West Suffolk Hospital, Bury St Edmunds, Suffolk, IP33 2QZ**  I agree to the fee of either £120 or £135 depending on the timing of the booking / payment.  I have read and agree to the Terms and Conditions outlined regarding this event and booking.  **Signature: Date:** | |
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| **Attending and Fees**    Spaces are limited by the room size. Places will be allocated on a first come, first served basis and when your place is allocated then you will be asked to secure your place with the advertised fee.  This is a non-profit event; fees are intended to cover costs only – the speakers, room hire, lunch and refreshments and any administrative costs. Should there be any unanticipated profits then attendees on the day will be given the option to choose what happens with any surplus, such as donation to charity.  **Booking Process / Fee options**  Please email your booking form to Caroline Bunting ([contact@irispsychology.co.uk](mailto:contact@irispsychology.co.uk)).  You will then be sent an invoice. If you have indicated that it will be paid via an NHS Trust then the amount will say £135, but you will be charged the early bird fee if the purchase order is generated by the date specified below.  Your place will be reserved for you at this point. Once payment, or the purchase order number, has been received, your place is confirmed, and you will be sent a receipt and confirmation details. Any further details you may need will be sent with your booking confirmation.  **Reserve List**  If you send in a booking form but all places have been allocated, then you will be given the option of your name being held on the reserve list.  This list will be developed according to the date booking forms are received.  If you are offered a place from the reserve list, then the fee you will be charged will be determined by the date your booking form was received (before or after 1st June 2025).  **Early Bird Fees**  £120  This fee will apply if your booking form is received before 1st June 2025 **and** your payment, or purchase order number if being paid by an NHS Trust, are received by 1st July 2025.  **Later Bookings**  £135  This fee will apply if your booking form is received after 1st June 2025 **or** your payment, or purchase order number if being paid by an NHS Trust, are received after 1st July 2025.  **Event Viability**  The number of bookings will be reviewed one calendar month before the event (30th September 2025). If there are insufficient bookings at that time, then it may be necessary to cancel or find an alternative date for the event.  In this situation you will either be given a full refund of the fee paid, or you will be given the option of booking onto an alternative date if possible.  **Lunch and Refreshments**  Lunch and refreshments during the day are included in the fee price.  Refreshments include:  Arrival: tea/coffee, with pastry, or fruit platter  Mid-morning break: tea/coffee  Lunch: Assorted buffet items, savoury snacks, finger buffet, cakes  Afternoon break: tea/coffee, with biscuits  You are welcome to provide your own lunch and refreshments, but it will not be possible to offer a reduction in the fee price.  If you wish to request vegetarian or vegan options, or have particular dietary requirements then please indicate this when booking and we can discuss the options with you.  **Venue Details**  Address:  THE EDUCATION CENTRE  Hardwick Lane  Bury St Edmunds  Suffolk  IP33 2QZ  Parking:  All delegates, speakers/contributors and organisers at events in the Education Centre must park in patient and visitor designated parking areas, if there is space available and pay the full public parking rates.  Please note: there is significant pressure on all of the on-site car parks; we are not able to guarantee that there will be space available in the on-site car parks for delegates. Alternative sites will be advised on confirmation. | |
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| **Cancellations / Refund Policy**  **If You Cancel**  If you need to cancel, then please email Caroline Bunting ( [contact@irispsychology.co.uk](mailto:contact@irispsychology.co.uk) ) at least one calendar month before the date of the event (30th September 2025).  A refund of the fee paid, minus a £25 administration fee, will be made if a cancellation is made at least one calendar month before the event.  If a cancellation needs to be made with a shorter notice period, then if the place can be filled, it may be possible for a refund to be made as above – a refund of the fee paid, minus a £25 administration fee.  Refunds cannot be made for non-attendance on the day.  A name change for a delegate (giving your place to another person) can be considered if the completed and signed booking form for the new person is received at least 48 hours before the event. This could incur an administration fee.  **If We Cancel**  We will endeavour to deliver events as advertised but there may inevitably be occasions where, in exceptional circumstances, we have to cancel an event.  If we need to cancel the event, then we will either offer a full refund or an alternative date. We will not be able to refund any travel, or accommodation costs you may have incurred.  We reserve the right to make reasonable changes to the content of the Workshop, or the presenters, if necessary to allow the event to proceed.  These Terms and Conditions are aligned with those for ACAT organised events.  Event Viability  The number of bookings will be reviewed one calendar month before the event (30th September 2025). If there are insufficient bookings at that time, then it may be necessary to cancel or find an alternative date for the event.  In this situation you will either be given a full refund of the fee paid, or you will be given the option of booking onto an alternative date if possible. | |
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| **Event Coordination and Privacy Statement** | |
| This event is being coordinated by Dr Caroline Bunting, via Iris Psychology.  All personal data collected will be held by Dr Caroline Bunting, Iris Psychology who is responsible for ensuring your personal data is handled fairly, securely and in a transparent manner. Your information will be collected and processed to meet the legitimate interest to respond to your enquiry / request, in line with the current privacy legislation in the UK.  If you have any concerns, please contact Dr Caroline Bunting at the address below to discuss this.  Names of attendees will be shared with the venue as required. | |
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| **Please send the completed form, or any enquiries, by email to:**  Dr Caroline Bunting at: [contact@irispsychology.co.uk](mailto:contact@irispsychology.co.uk)  Tel: 01787 28 28 24 (please leave a message)  Mobile: 07436 530 191 (please text or leave a message) | |