

Saturday CPD Conferences 2012

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

Fees

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

CPD Units

7 units per conference

CONFERENCE ONE

London A	11 February
Glasgow	18 February
Sheffield	25 February
Bristol	3 March
Manchester	10 March
London B	17 March
Birmingham	24 March
Swansea	31 March
London C	14 April

CONFERENCE TWO

London A	21 April
Bristol	28 April
Birmingham	12 May
Glasgow	19 May
London B	26 May
Swansea	16 June
Sheffield	23 June
London C	30 June
Manchester	7 July

CONFERENCE THREE

Manchester	29 September
London A	6 October
Bristol	13 October
Birmingham	20 October
Glasgow	3 November
Swansea	10 November
London B	17 November
Sheffield	24 November
London C	8 December

CONTENTS

CONFERENCE ONE

- Employment Taxes
- Commercial, Employment Law and Pensions Update
- Tax Planning for Owner-Managed Businesses
- Customer Retention.

CONFERENCE TWO

- Estate Planning, Inheritance Tax and Probate
- Finance Options for SMEs
- Finance Bill/Act 2012
- Data Security.

CONFERENCE THREE

- Capital Allowances and Planning
- Accounting Standards Update.

The remaining two sessions have been left open to deal with issues arising in 2012.

VENUES

Birmingham	Aston University
Bristol	Holiday Inn Bristol Filton – NEW
Glasgow	Glasgow Science Centre – NEW
London	Royal College of Physicians
Manchester	Manchester Conference Centre
Sheffield	Copthorne Hotel Sheffield – NEW
Swansea	Village Hotel Swansea

CONFIRMATION

Places on training events are reserved from the receipt of the booking request and payment by any of the above methods. When booking online, a confirmation email will be sent to you within 24 hours. When booking by any other method, confirmation of your booking will normally be sent within 14 days and will include a receipted invoice.

CANCELLATIONS

All cancellations must be notified in writing at least ten working days before the date of the event, irrespective of the method of booking. 10% of the event fee will be charged on each event cancelled. Regrettably, because funds are allocated to the course in advance, no refunds will be given for cancellations of bookings made less than ten working days before the date of the course. Payment in full will still be due. A colleague may, however, be substituted at no extra charge. This should be notified in writing.

CANCELLATIONS AND MULTIPLE BOOKINGS

Where courses have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining courses will be charged at the standard rate. For example:

- where two courses have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining course will be charged at the one course rate
- where three courses have been booked at the multiple booking rate and attendance at one is subsequently cancelled, the remaining two courses will be charged at the two course rate

IF WE CANCEL

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

TRANSFERS

Bookings for Professional Courses events can be transferred to another course in the current schedule (to December 2012) providing subsequent courses are not already fully booked. 10% of the event fee will be charged on each event transferred. Notification of transfers should be given in writing at least ten working days before the start of the event, irrespective of the method of booking.

SPECIAL REQUESTS

When booking online, delegates should complete the section on special requirements at the time of booking i.e. dietary, wheelchair access, etc. When booking by any other method delegates are asked to notify Professional Courses at ACCA of any special requirements, in writing, at least ten full working days before the start of the course. We will endeavour to accommodate your requests; however, please note this may not always be possible.

JOINING INSTRUCTIONS

Joining instructions are usually sent five working days before the event. If you have not received your joining instructions three days before the event please contact 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 these circumstances.