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##### The Association of

**Police Controlled Drug Liaison Officers**

**Continued Professional Development and**

**Best Practice Training Event**

###### Warwickshire

**Thursday 28th September – Friday 29th September 2023**

# BOOKING FORM

**Introduction**

###### Welcome to the Annual APCDLO Continued Professional Development and Best Practice Training Event being held in Warwickshire.

###### This will be the only national event being held in the UK during 2023 by the APCDLO.

###### This is an opportunity for all CDLO’s, from wherever you serve, and where applicable, partners from regulatory and associated organisations to come together and share your experiences.

###### Hear from some keynote speakers and bring yourselves up to date with all the changes that affect the work we do in partnership with the NHS and other regulatory bodies when dealing with the Safer Management of Controlled Drugs or other drug regulatory issues.

###### There has been some excellent work done between the police and our healthcare partners. It is extremely important that we maintain our professional knowledge and expertise, especially when we are asked to comment and present evidence in a court of law or at a Public Enquiry.

**Attendance**

It is anticipated that there will be representatives from a number of police forces, statutory and regulatory agencies and other organisations, all with a common purpose which is to ensure the safer use of controlled drugs within the health care setting; there will also be an opportunity to discuss other related issues.

**Topics/Sessions**

To be confirmed but these will relate to the areas of work that we are all involved and take a keen interest in.

The Association of Controlled Drug Liaison Officers continue to work with all our partners in the Safer Management and Use of Controlled Drugs, many of us have other responsibilities that surround substance misuse and chemicals, we hope to reflect all our areas of work in some form or another.

**Annual General Meeting**

The Association will be holding their Annual General Meeting at this event, this is an opportunity for you to attend and ask questions on how the Association is being run, influence the decision-making and offer any suggestions to the committee for future events. (This may be subject to change)

**Dress Code**

Delegates should dress smartly; the evening meal is casual.

###### MAIN CONTACT DETAILS

**Delegate Y/N** please indicate

Title: \_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

**Terms & Conditions of Booking**

1. Please complete all details clearly and in block capitals.

2. Return all forms to Robin Pivett, APCDLO, Suffolk Constabulary, Police Headquarters, Martlesham Heath, Ipswich, IP5 3QS, Tel: +44 (0) 1473 613888 Ext 2869 M: +44 (0) 7979 178664 Email: [robin.pivett@suffolk.police.uk](mailto:robin.pivett@suffolk.police.uk)

3. A Purchase Order is essential in order to confirm a place has been secured.

4. Full payment must be made in advance of the event; bookings remain provisional until the full amount is received.

5. Cancellation charges of the full amount may be incurred if you cancel your booking.

6. Cancellations or amendments will not be accepted by telephone but **MUST BE MADE IN WRITING** to **Robin Pivett** at the above address.

7. If you do not receive confirmation of your booking within 10 days of returning your completed form, please contact the APCDLO using the details above.

###### Cost to Delegates

The total cost per delegate will be £250.00 this includes a buffet lunch, and event evening meal on the first day, over night accommodation and breakfast the following day. Light refreshments, tea, coffee, water is also included and available throughout both days.

Rooms are single occupancy only, additional occupancy to include breakfast, event, and event evening meal £350.00, no event and no evening meal an additional £10.00.

Extra night accommodation can be arranged, bed and breakfast, single occupancy £135.00 double occupancy £145.00 subject to availability, early booking is essential to secure a room.

Day Delegate Rate (covers both days) £60.00 and with event evening meal £100.00

**Additional costs incurred by a delegate will be at their own expense.**

###### ACCOMMODATION OPTIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Delegate Name**  **Please include email address of each delegate** | **Day Delegate** | **Full Delegate** | **Additional Night’s Accommodation**  **(Please state date/s)** | **Special Requests**  **(E.g., dietary requirements)** | **Allergies**  **If yes, please indicate** |
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###### PAYMENT DETAILS

###### Payment to be made in advance of the event.

**PLEASE NOTE PAYMENT TO THE APCDLO NOT SUFFOLK CONSTABULARY**

Provisional / Confirmed Booking (please indicate)

**Purchase Order number is essential ( ) to confirm booking**

**Please select one of the payment methods below:**

**Cheque payment**

I enclose a cheque made payable to ‘**The Association of Police Controlled Drug Liaison’** Officers 🞏

Cheques must be in £sterling and drawn on a UK bank account and sent to:

Mr R J Pivett

APCDLO

Suffolk Constabulary

Police Headquarters

Martlesham Heath

Ipswich

IP5 3QS

**Bank Transfer**

Bank Name: TSB

Account Name: The Association of Police Controlled Drug Liaison Officers

Account Number: 00494913

Sort Code/Branch: 30-90-04 Aberystwyth