



**British Fertility Society**  
**Quality Management Study Day**  
 3 December 2007, Robinson College, Cambridge

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Post: \_\_\_\_\_

Dept: \_\_\_\_\_ Hospital: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Day Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Tick all appropriate:

Nurse  Nurse Manager  Clinician  Scientist  Consultant  Manager

Student  Associate  Counsellor  Retired

A self service lunch is included in the registration fee. Are you a vegetarian?

If you are not a member but would be interested in receiving BFS membership information, please tick here

Registration fees (inclusive of VAT)

**BFS Members @ £150**

**Non-Members @ £200**

I enclose a cheque to the 'British Fertility Society' £ \_\_\_\_\_

I wish to pay by credit card £ \_\_\_\_\_

Please charge my: Visa  MasterCard  Switch/Maestro

Card holder's full name and billing address: \_\_\_\_\_

\_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_/\_\_/\_\_ Issue number\*: \_\_\_\_\_ Issue date\*: \_\_/\_\_/\_\_

\*Switch/Maestro cards only

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return with your remittance and the completed registration form to: Kat e Openshaw, British Fertility Society, Euro House, 22 Apex Court, Woodlands, Bradley Stoke, Bristol, BS32 4JT or fax: +44(0)1454 642222

If you do not wish your details to be issued to interested parties, please tick here



**British Fertility Society**

# Quality Management Study Day

**Monday 3 December 2007**

**Robinson College, Cambridge, UK**

## Programme & Registration



## Meeting Information

### Date and Place of Meeting

The Quality Management Study Day will take place as part of the BFS Winter College on Monday 3rd December 2007 at the Robinson College, Cambridge, UK.

The City of Cambridge is one of the most important and beautiful in the country, famous throughout the world for its University and colleges. Cambridge retains the ambience of a historic medieval town, yet it is also the birthplace of some of the most recent scientific advances.

The combination of the old and the new, an ancient heritage and modern facilities, makes Cambridge the ideal conference venue. Robinson College is the most recent addition to the 31 colleges that make up the University of Cambridge. Set in several acres of attractive wooded gardens yet only a few minutes' walk from the city centre and the famous "Backs", the College building is architecturally striking and highly functional.

### Registration Fees

Register on-line at the British Fertility Society website: [www.fertility.org.uk/meetings](http://www.fertility.org.uk/meetings). Alternatively, please use the attached registration form. You have the option to attend additional meetings held at the Winter College although each meeting is priced individually, a discount is available should you decide to attend more than one meeting.

The Early Bird deadline for registration is Monday 26<sup>th</sup> November 2007. Registrations received after this date will be subject to a late registration charge. Delegates are requested to register prior to the meeting.

The registration desk will open at 08.00 until 18.00 on Monday 3<sup>rd</sup> December 2007.

### Badges

Name badges will be provided at the registration desk and must be worn at all times.

### Accommodation

There is a wide variety of 3 & 4 star hotel accommodation and student accommodation available in Cambridge within a short distance of Robinson College. Information about accommodation options can be found on the accommodation booking form and on the conference website at: [www.fertility.org.uk/meetings/forthcoming.html](http://www.fertility.org.uk/meetings/forthcoming.html)

You can also book accommodation online at [www.virtuosold.com](http://www.virtuosold.com) and click on event/exhibitions. Then enter the password BFS to make your booking.

Please note that the British Fertility Society is not responsible for accommodation bookings.

### Cancellations

Cancellations must be confirmed in writing and accompanied by your confirmation and receipt. An administrative charge of £15 will be made on all cancellations received on or before 26 November 2007. Fees after this date cannot be refunded for any reason, including ill-health. Cancellations and refunds will be processed after the conference.



## Preliminary Programme

Time	Topic	Speaker	
09.00 – 09.30	Registration and coffee		
09.30 – 10.00	General Introduction	Mark Hamilton - <i>Aberdeen</i>	
10.00 – 10.30	Validation and Traceability	Sue Avery - <i>Birmingham</i>	
10.30 – 11.00	Internal Audit	Alison McTavish - <i>Aberdeen</i>	
<b>11.00 – 11.30</b>	<b>Coffee</b>		
11.30 – 12.00	Document Control	Speaker TBC	
12.00 – 12.30	HFEA Standards	Speaker TBC	
<b>12.30 – 13.15</b>	<b>Lunch</b>		
13.15 – 16.15	<b>Group 1</b> (40mins) Third Party Agreements Speakers TBC	<b>Group 2</b> (40mins) Internal Audit Alison McTavish & Mark Hamilton	<b>Group 3</b> (40mins) Validation & Traceability Sue Avery & Rachel Cutting
16.15 – 16.45	<b>CLOSE MEETING</b>	Sue Avery	