**CHCC Annual Study Conference 2022**

The Hayes Conference Centre, Swanwick, Alfreton, Derbyshire, DE55 1AU

Monday 10th to Wednesday 12th October 2022

**Booking Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Details** | | | | |
| **First Name:** |  | | **Title:** |  |
| **Surname:** |  | | **CHCC Membership No:** |  |
| **Organisation (Trust/Board):** | |  | | |
| **Email address:** | |  | | |
| **Phone number:** | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Details**  Please obtain approval from your Trust/Board, or paying Organisation, if necessary quote any Purchase Order or Reference Number | | | |
| **Please delete as appropriate:** | 1. Trust or other organisation to be invoiced. | 1. Self-financing – conference delegate to be invoiced | |
| **Purchase order No.** | **If payment is to be made by a Trust or other Organisation, a Purchase Order Number or reference must be quoted on this form.**  **PO Ref:** | | |
| **Name for Invoice:** |  | | |
| **Invoice Address**  **(including postcode):** |  | | |
| **Confirmation** | | | |
| **Please tick 🗸** Ihave read and agree to the **booking terms** including the **cancellation charges** detailed overleaf | | |  |
| **Please tick 🗸 as appropriate** I have included an **Official Purchase Order** and **Reference Number** | | |  |
| **Please tick 🗸 as appropriate** I have included a **cheque** | | |  |

*NB: An application requesting an NHS Trust or similar body to be invoiced will NOT be processed unless it is accompanied by an* ***Official Purchase Order*** *and* ***Reference Number***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Booking Details** | | | | | | | | |
| **Date booking received by conference admin team.** | |  | | | | **Cost p/p** | **Option**  (Please tick **🗸**) | |
| **Full Residential Mon - Wed** | *CHCC Member* | **Early Bird**  *Completed booking form including payment or purchase order number must be received*  *before 30th June 2022* | | | | **£295** |  | |
| **Standard Rate**  *Completed booking form including payment or purchase order number must be received*  *before 31st July 2022* | | | | **£310** |  | |
| **Late booking**  *Completed booking form received between 1st 2022 and 16th September 2022.*  *No bookings will be accepted after 16th September 2022* | | | | **£330** |  | |
| *Non CHCC Member* | **Standard Rate**  *Completed booking form including cheque or purchase order number must be received*  *before 16th September 2022* | | | | **£375** |  | |
| **Non Residential** | *All Delegates* | **Standard Rate**  *(for all meals and sessions except breakfast)* | | | | **£220** |  | |
| **Day delegate**  **Tuesday only** | *All Delegates* | **Standard Rate**  *(for all Tuesday sessions with refreshments and lunch)* | | | | **£100** |  | |
|  | | | | | | | | |
| **Disabled facility requirements/ any other requests (please tick) 🗸** | | | Wheelchair user |  | Hearing impaired | | |  |
| Mobility impaired |  | Other (please specify below) | | |  |
| Visually impaired |  | Not applicable | | |  |
| **Allergy / Dietary/special requirements (please specify)** | | |  | | | | | |
| **Delegate list**: Please tick 🗸 if you do not wish your name to be shared with other conference delegates | | | | | | | |  |

**BOOKING TERMS**

* Submission of a completed registration form constitutes a firm booking
* Bookings will only be made upon receipt of a fully completed booking form
  + Booking form should be completed in **BLOCK CAPITALS** and dated. The completed form can be returned
    - electronically to: [alison.thorp1@nhs.net](mailto:alison.thorp1@nhs.net)
    - by post to: The Chaplaincy Office, Queen’s Hospital (UHDB), Belvedere Road, Burton-on-Trent, Staffordshire, DE13 0RB
  + An application requesting an NHS Trust or similar body to be invoiced will **NOT** be processed unless it is accompanied by an **Official Purchase Order** and **Reference Number**
  + All invoices for the conference must be paid within 30 days of invoice date or will incur a 10% late charge.

**ACKNOWLEDGEMENT OF REGISTRATION:**

If you have not received acknowledgement of your conference registration three weeks before the conference, please contact the conference administrator to confirm that your registration has been received.

**CANCELLATIONS:**

* The conference administrator should be informed of any cancellations as soon as possible. The conference fee is non-refundable, except in exceptional and unforeseen circumstances at the discretion of the CHCC President and Treasurer. Any refunds will be less an administration fee of £25 per person.

**SUBSTITUTE DELEGATES:**

* If you are unable to attend, a substitute may attend in your place. Please inform the conference administrator of any changes as soon as possible so that replacement badges may be issued.

If you have any queries on the booking form please contact the conference administrator on:

phone number: 01283 566333 Ext.5666 or email [alison.thorp1@nhs.net](mailto:alison.thorp1@nhs.net)