



ANNUAL CONFERENCE 2019 BOOKING FORM

Attendee information

(*indicates mandatory field)

*Name	*Company	*Email address	*Dietary requirements

If you are booking on behalf of someone else, please provide your contact details:

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Ticket prices

Delegate	Conference package	Qty	Cost
Fellow	Full conference package: Conference fee for three days, lunches, dinners and all events from 15:00 22 May to 15:00 24 May (Wednesday: speed networking, welcome drinks reception and buffet dinner; Thursday: drinks reception and gala dinner), all daytime refreshments, transfers to and from Newcastle Airport and Newcastle Central Station, conference app.		£950
Member			£970
Associate			£1190
Non-Member			£1400
New Professional*			£720
	Accommodation: Slaley Hall – two nights on-site accommodation including breakfast		£280
	Derwent Manor – two nights off-site accommodation including breakfast (8 minute drive via complimentary transfer)		£240
	Accompanying guest†: Includes shared accommodation with delegate, welcome drinks reception and buffet dinner (Wednesday), drinks reception and gala dinner (Thursday).		£150
		Subtotal	
		Plus 20% VAT	
		TOTAL	

Payment Details

- Please invoice me PO number
- I enclose a cheque for £ (including 20% VAT)
- I will be making payment by BACS (Barclays. Account no. 63736865. Sort code 20-37-83. Association of Business Recovery Professionals)
- I would like to pay by credit card

*Must be an R3 "New Professional" member at the time of booking and duration of event

†Applicable to family members/partners only and includes shared accommodation with delegate on full conference package and breakfast

We would like to be able to keep you up-to-date on R3's programme of events by email. Please tick the following boxes if you would like to receive information on: R3 Courses & Conferences R3 Regional Events

If the above boxes are not ticked and you are a non-member, your personal information will not be used beyond the completion of this booking

TERMS & CONDITIONS

EVENT TERMS AND CONDITIONS

R3 Events

1. Regional events and course bookings

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). A VAT invoice will be issued by email and a receipted invoice upon request. Payments may be made by credit card, BACS or by cheque made payable to 'Association of Business Recovery Professionals' or 'R3'.

Delegate substitutions are permitted but a supplement will be charged where there is a difference in membership category.

Prices charged for fellows, members, new professionals and associates are conditional on the member maintaining his or her membership status at the time the event is held; otherwise a supplement will be charged. Retrospective discounts will not be issued.

Non-members are required to pay in full before attendance at an event or course.

2. Regional events and courses refund policy

Refunds will only be issued in the following circumstances:

- Overpayment
- Applicant is found to be ineligible
- Error in booking which is immediately notified to courses@r3.org.uk

Refunds will be made by payment direct to the credit card used to make the initial payment, by BACS or by cheque posted to the members' provided address. R3 aims to provide refunds within 30 days of the refund request being authorised.

If you wish to cancel a course you must notify courses@r3.org.uk immediately. Credit notes will only be issued if cancellations are received in writing no less than five working days prior to the date of the course.

Places will not be reserved on a course or event until a registration confirmation has been sent. Confirmation of a place will be issued via email on receipt of a booking via the above methods and full payment.

R3 Annual Conference

3. Annual Conference bookings

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). A VAT invoice will be issued by email and a receipted invoice upon request. Payments may be made by credit card, BACS or by cheque made payable to 'Association of Business Recovery Professionals' or 'R3'.

Delegate substitutions are permitted but a supplement will be charged where there is a difference in membership category.

Prices charged for fellows, members, new professionals and associates are conditional on the member maintaining his or her membership status at the time the event is held; otherwise a supplement will be charged. Retrospective discounts will not be issued.

Non-members are required to pay in full before attendance at the conference.

4. Annual Conference refund policy

If you wish to cancel a delegate place at the conference, notification must be received in writing to courses@r3.org.uk **on or before 10 April 2019**. The conference fee less a £75 administration charge will be refunded if a cancellation is received by this date. Thereafter, cancellations will not be refundable nor will credit notes be issued and the full delegate fee remains payable.

Places will not be reserved at the conference until a registration confirmation has been sent. Confirmation of a place will be issued via email on receipt of a booking via the above methods and full payment.

R3 reserves the right to cancel a booking if payment is outstanding and the conference is oversubscribed with paid up delegates on the waiting list.

R3 Webinars

5. Webinar bookings

Webinar access authorisation is unique to the delegate and should not be forwarded on to third parties. Unauthorised access will incur a fee of £50 plus VAT per unregistered delegate.

The materials and webinar recordings are for use by the registered delegate only and should not be forwarded onto third parties. Responsibility for the confidentiality of webinar registration information and materials issued by R3 lies with the registered delegate and purchaser.

Webinar participation requires your operating system to meet the minimum system requirements, available to view here <https://support.logmeininc.com/gotowebinar/system-check-attendee>. Participants are also required to accept an 'External Protocol request' to run and launch the session. Please note that you may require administrator privileges on your computer to be able to manually install software. Prior to registration it is the delegate's responsibility to ensure that their technology is compatible with R3's systems.

Bookings may be made online through the R3 website (www.r3.org.uk) or by using an R3 booking form sent by post or email (courses@r3.org.uk). Payments may be made by credit card or by cheque. Cheques should be made payable to 'Association of Business Recovery Professionals' or 'R3'.

Access codes will be emailed upon receipt of full payment.

6. Webinars refund policy

If you wish to cancel a webinar booking you must notify courses@r3.org.uk immediately. Credit notes will only be issued if cancellations are received in writing no less than five working days prior to the running of the webinar. No credit notes will be issued if an access code has been sent to the purchaser.

R3 Course Videos

7. Course Videos

Course videos may be purchased by using an R3 booking form sent by post or email (courses@r3.org.uk). Orders via post or email will not be accepted without a booking form. Orders will be processed within 14 days of an order being received, however, course videos will not be dispatched until payment has been received in full. Orders cannot be cancelled once the course videos have been dispatched. Refunds will only be available if the course video issued is found to be faulty. Such faults must be immediately notified to R3 by email.