



# Conference Registration & Payment Guide 2024

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## Before you Register!

Before you can register, your department needs to:

- Ensure they are happy with the payment terms on page 6.
- Decide how payment will be made (card or invoice).
- Decide how staff will register (individually or as a group booking).

### Payment options:

- Card payment is preferred if you have access to a department credit card. This payment option will be available via a secure payment platform (Stripe) that will request your card details towards the end of the registration process.
- Alternatively, you can submit your finance details, including a purchase order number or reference, so we can raise an invoice.

### How staff can register:

- Staff can register individually and will need to be given the payment details so they can complete the registration form (for example the purchase order number and financial contact details – a full list can be found on page 3).
- A group booking can be submitted: the person responsible will need to prepare information about each person they are registering, so they can answer questions about the event badge, catering preferences and accessibility. To support this process, please see a list of questions that can be circulated on page 3.

## Supplier Details

If you are paying by invoice, please check that the supplier is set up on your system. Invoices for the 2024 conference will be issued by **University Hospitals of Leicester NHS Trust**.

- The Trust’s bank details are listed below.
- To request these details on letter-headed paper, please email [ukcrf.network@nihr.ac.uk](mailto:ukcrf.network@nihr.ac.uk).
- If you need a new supplier form completing or supporting documents, please email [treasurydepartment@uhl-tr.nhs.uk](mailto:treasurydepartment@uhl-tr.nhs.uk)

**Bank Account Name:** GBS University Hospitals of Leicester NHS Trust

**Address:** Leicester Royal Infirmary, Leicester, LE1 5WW

**Accounts Email Address:** [treasurydepartment@uhl-tr.nhs.uk](mailto:treasurydepartment@uhl-tr.nhs.uk)

**Bank Name:** Nat West Bank PLC

**Bank Account Number:** 10019936

**Bank Sort code:** 60 - 70 – 80

**VAT Number:** 654-9724-00

**Telephone:** (0116) 5027424

## Event Prices

Conference Tickets	Excluding VAT
Full Conference (two days)	£310
Day Ticket	£170
Gala Dinner on Thursday evening	£70

- No VAT will be charged due to the educational nature of this event.
- Please see payment terms on page 6.

## Information you need before you register:

**For individual registrations:** you will need to be given the following financial information to complete registration:

- Whether you’re paying by card or invoice
- To pay by card you will need the card details, including the CVV number on the back.
- To pay by invoice, the individual will need to be given:
  - The name of the organisation making payment
  - Finance contact name
  - Finance contact number
  - Finance contact email (where the invoice needs to be sent to)
  - Finance address
  - Finance post code
  - Purchase order number or reference

**For group bookings**, the following information will need to be gathered for each person being registered:

- Full Name (that will appear on the badge).
- Job Title (that will appear on the badge).
- Email address
- Facility or Organisation Name (that will appear on the badge).
- Mobile number.
- Dietary requirements (multiple choice: vegan, vegetarian, gluten free, no dairy, other please specify).
- Accessibility requirements.
- Any other comments or requests for the host.
- Do they want to sign up to the UKCRF Network newsletter.
- Do they consent for UKCRF Network to store and use this information for this conference and to promote future conferences (required)
  
- **Optional:** Summer school workshop selection (morning and afternoon) can either be entered during the registration form, or using the event app. For group bookings, this question can be skipped to make the process easier. Simply click continue without selecting a session (see instructions on page 5)
  
- **Payment information to collect before a group booking:**
  - Whether you're paying by card or invoice
  - To pay by card you will need the card details, including the CVS number on the back.
  - To pay by invoice, the individual will need to have:
    - The name of the organisation making payment
    - Finance contact name
    - Finance contact number
    - Finance contact email (where the invoice needs to be sent to)
    - Finance address
    - Finance post code
    - Purchase order number or reference

## Registration Form Guide [\(link\)](#)

The registration form allows for multiple tickets, so staff can either register themselves or someone can be nominated to process a group booking.

However, before you start the registration process, whether staff are registering individually or as a group, they need to make sure they have all the information required in advance (a full list is provided on the previous page).

Tickets		
Ticket Type	Price	Quantity
Ticket for the 4-5th July (2 days) + Gala Dinner	£380	0
Ticket for 4th July conference + Gala Dinner	£240	0
Ticket for 5th July conference + Gala Dinner	£240	0
Ticket for the 4-5th July (2 days) only	£310	0
Ticket for 4th July conference only	£170	0
Ticket for 5th July conference only	£170	0

[Attend](#)

If you are registering on behalf of someone else or submitting a group booking, please only input email addresses for people attending the conference.

Please enter your email

[Restart process](#) [Enter](#)

You will be asked to assign a password to the first email you enter. This password can be used to log into the event app. However, if you register for someone else, the person can access the app without the password. This can be done by receiving a code to their email address.

Please add a password to continue.

If submitting a group booking, the password allows you to return to your booking.

Profile information (name, job title and organisation name) will be printed on the conference badge.

Title

First name \*

Last name \*

Job title / position \*

Facility or Organisation Name \*

Password\*  Repeat Password\*

Please confirm that you have READ and ACCEPTED these Terms & Conditions

[Restart process](#) [Continue](#)

## For group bookings:

- Don't forget to click "edit details" for the first person you add, to input their catering and accessibility data. You won't be able to continue until this is complete.

The screenshot shows a user profile for Lucy Sanger (lucy.sanger@mft.nhs.uk) with a ticket for the 4-5th July (2 days) + Gala Dinner. The profile is divided into two sections: 'Registration details' and 'Sessions booking'. In the 'Registration details' section, there is a red button labeled 'Edit details'. In the 'Sessions booking' section, there is a red button labeled 'Manage bookings' and the text 'No sessions booked yet'.

- You do not need to submit financial information for each person. Add these details for the first person, and then select N/A for all subsequent staff.

The screenshot shows the 'Payment Details' section of a form. It contains the text 'Please select your payment method, card payment is preferred if possible: \*' and a dropdown menu with the selected option 'N/A - I have submitted payment details already'.

- See page 3 for a list of financial information you need to prepare in advance.
- You do not need to enter summer school selections for each person you are registering:
  - To skip selection simply click 'continue' at the bottom of the summer school session list without selecting a session.
  - Please only use the "N/A" summer school box if the staff member is not attending the day 2 sessions, for example if they are attending day 1 only or need to leave early. These boxes should not be used to skip summer school selection.

The screenshot shows two radio button options for summer school selection. The first option is 'N/A - I am not attending any workshop in the morning of day 2' and the second option is 'N/A - I am not attending a workshop in the afternoon of day 2'. Above the options, there is a red instruction: 'Please choose one (1) session at 10:30 am and another session (1) at 13:30.'

- Staff should then be encouraged to make their summer school selection via the conference app. They will receive instructions for downloading the app when registration is confirmed.

## Registration Closing Date

Registration closes on the 14 June 2024.

## Payment and Delegate Terms

Registering organisations are subject the following terms and conditions:

- Payment is due in full upon submission of the registration form.
- Your registration will not be confirmed until or a valid Purchase Order provided, or credit card payment is received.
- For registrations secured by Purchase Order, payment should be received by the organisers no later than 3 August 2024 (within 30 days after the conference).
- The registration price includes lunches, refreshments and detailed conference materials, plus additional activities offered by the organisers, as appropriate.
- The Gala Dinner price includes a three-course dinner, welcome drink, limited drinks with dinner and entertainment.
- Plenary speakers and Summer School sessions were confirmed at the time of registration, however, circumstances beyond the control of the organiser may necessitate substitutions, alterations, or cancellations of the speakers and/or topics. As such, we reserve the right to alter or modify the advertised speakers and/or topics if necessary. Any substitutions or alterations will be updated on our web page as soon as possible.
- The following cancellation fees will apply:
- No refunds after 14<sup>th</sup> June 2024, which is when registration closes.
- You can send a replacement attendee up to 24 hours prior (please note last minute dietary requests may not be able to be fulfilled) All cancellations must be confirmed via the provided online registration link.
- The plenary speakers on the main stage will be filmed, and there will be an event photographer, photographing the event, including delegates. If you do not want to be photographed, please let us know by emailing [francesca@pinpoint-events.co.uk](mailto:francesca@pinpoint-events.co.uk)