

Co-create to Translate

Achieving impact through collaboration

Joint NIHR Biomedical Research Centre
& UK Clinical Research Facility Network conference

14-15
July 2025
The ICC
Birmingham



Conference Registration & Payment Guide 2025

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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 available via a secure payment platform (Stripe) that will request your card details towards the end of the registration process.
- To pay by invoice, you can submit your finance details, including a purchase order number or reference. Supplier details can be found on the next page.

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 also 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

Invoices for the 2025 conference will be issued by **University Hospitals Birmingham NHS Foundation Trust**. If you are paying by invoice, please check in advance that they are set up as a supplier on your system.

- The Trust's bank details are listed below.
- To request these details on letter-headed paper, please email CRFBRC-CONFERENCE2025@uhb.nhs.uk
- If you need a new supplier form completing or supporting documents, please email Simon.Evans@uhb.nhs.uk

For NHS paying organisations, please use the below bank details

Bank Account Name: UNIVER HOSP B'HAM NHSFT
Address: Government Banking Services
 2nd Floor 280 Bishopsgate
 London, EC2M 4RB
Accounts Email Address: treasurydepartment@uhb.nhs.uk
Bank Name: NATIONAL WESTMINSTER
Bank Account Number: 10009671
Bank Sort code: 60-70-80
VAT Number: 654 9651 01
Telephone: 0121 371 7341

For non-NHS paying organisations please use the below bank details

Bank Account Name: University Hospitals Birmingham NHS Foundation Trust
Address: 15 Colmore Row
 Birmingham, B3 2BH
Accounts Email Address: treasurydepartment@uhb.nhs.uk
Bank Name: Barclays Branch Plc
Bank Account Number: 93230236
Bank Sort code: 20-07-71
VAT Number: 654 9651 01
Telephone: 0121 371 7341

Event Prices

Conference Tickets	Excluding VAT
Full Conference (two days)	£370.00
Day Ticket	£190.00
Gala Dinner on Monday evening	£80.00

- 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 department 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).
- Contact number (optional)
- Dietary requirements for medical and religious reasons only (multiple choice: vegan, vegetarian, gluten free, no dairy, no pork, halal, fish allergy, shellfish allergy, nut allergy, other please specify)
- Accessibility requirements (such as wheelchair access, hearing loop system, reserved seating etc.).
- Any other comments or requests for the host.
- Do they consent for UKCRF Network and conference host to store and use this information for this conference and to promote future conferences (required)
- **Optional:** Parallel session selection (morning and afternoon) can either be entered during the registration form (encouraged), or using the event app. For group bookings, this question can be skipped to make the process easier, but please ask staff to submit this separately as all delegates will need to book their sessions to avoid disappointment. To skip you can click continue without selecting a session (see instructions on page 5)
- Payment information to collect for group bookings (see next page)

- **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, please have the following information ready (this information only needs to be entered for the first person you enter for group booking if it's the same PO for all delegates):
 - 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 ([direct link to form](#))

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).

The first page lists the available tickets with a drop-down box for the quality of each.

If you are registering on behalf of someone else or submitting a group booking, please only input email addresses for people attending the conference. The first email would therefore be one of your delegates, despite it saying, "your email".

Tickets		
Ticket Type	Price	Quantity
Ticket for 14-15 July (2 days) + Gala Dinner £450	£450	0 ▾
Ticket for 14th July conference + Gala Dinner £270	£270	0 ▾
Ticket for 15th July conference + Gala Dinner £270	£270	0 ▾
Ticket for the 14-15th July (2 days) only £370	£370	0 ▾
Ticket for 14th July conference only £190	£190	0 ▾
Ticket for 15th July conference only £190	£190	0 ▾

[Attend](#)

Please enter your email

sophie.black@mft.nhs.uk

...

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, so please ensure this is correct.


Hello again

Please, enter your password to continue:

.....|

Forgot password?

 Log in without password

 Restart process

Continue

The fields below will be printed on your badge except for the title:

Title

Ms

First name *

Sophie

Last name *

Black

Job title / position *


Membership Manager


Facility or Organisation Name *

UKCRF Network

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.
- Each 'new guest' is a delegate, and the ticket type is shown in the top right corner of that box so you can ensure the correct delegate is matched against the correct type type.


sophie.black@mft.nhs.uk


 Ticket for 14-15 July (2 days) + Gala Dinner £450


Registration details


Ms Black, Sophie

Membership Manager @ UKCRF Network

Please complete details


 Edit details


New guest

 Ticket for 14-15 July (2 days) + Gala Dinner £450

Email

Email

 Add details

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

Payment Details

Please select your payment method, card payment is preferred if possible: *

N/A – I have submitted payment details already ▼

- See page 3, above, for a list of financial information you need to prepare in advance.
- Once the payment details have been added, you will get a summary of what you are ordering.
 - If you're paying by invoice, select "Pay by bank transfer"
 - If you're paying by card, select "Buy now"

Ticket	Quantity	Price
Ticket for 14-15 July (2 days) + Gala Dinner £450	1	£450.00
		TOTAL £450.00
<div> Restart process <div>Pay by bank transfer</div> <div>Buy now</div> </div>		

- The conference includes several parallel sessions. You need to choose three sessions you want to attend and book your place using the conference app. Spaces are limited, so booking early will help you secure your preferred sessions before they fill up.
- A confirmation email will be sent to each delegate you register, which includes a link to download the event app.
- If you don't receive the confirmation email, this isn't a problem. Please download the app here: [android](#) or [IOS](#).

The app includes all the information you need, including an event QR code which acts as a ticket to sign-in on the day.

UKCRFNETWORK **NIHR** | National Institute for Health and Care Research

Joint BRC & UKCRF Network conference

14-15 July 2025 The ICC, Birmingham

Thank you for registering for the Joint BRC and UKCRF Network conference

Please download and access our conference app. This will provide further information about the venue, agenda and speakers, and to book your [parallel sessions](#):

Android

iOS

You may log into the event app using your email address and the password you created during registration. Alternatively, tap on "Log in without password", and an access code will be provided via email.

To register to the parallel sessions from the app, go to the Agenda, look for a specific session, and tap on "Book a seat".

- If you cannot download the app, please email: CRFBRC-CONFERENCE2025@uhb.nhs.uk

Registration Closing Date

Registration closes at 23:59 on the 12 June 2025.

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 a valid Purchase Order or reference is provided, or credit card payment is received.
- For registrations secured by Purchase Order, payment should be received by the organisers no later than 15 August 2025 (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 street food experience, welcome drink, limited drinks with dinner and entertainment.
- Plenary speakers and parallel 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 12th June.
 - 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 by a member of the conference planning team by email: CRFBRC-CONFERENCE2025@uhb.nhs.uk
- There may be filming and photography at the event. If you do not want to be photographed, please let us know by emailing francesca@pinpoint-events.co.uk
- By registering, the delegate gives consent for their information (name, job role and organisation) to be shared with other delegates via the conference app (delegates may consist of NHS/HSE staff across the clinical research infrastructure, commercial partners and public contributor).