



Commonwealth Nurses
and Midwives Federation



Conference Registration

Toward 2020:
Celebrating nursing and midwifery leadership

3rd Commonwealth Nurses and Midwives Conference
12–13 March 2016 London UK



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3rd Commonwealth Nurses and Midwives Conference

Saturday 12 and Sunday 13 March 2016

Royal College of Physicians, 11 St Andrews Place, Regent's Park, London United Kingdom NW1 4LE

The 3rd Commonwealth Nurses and Midwives Conference will provide an opportunity for nurses and midwives to showcase their contribution to improving the health and wellbeing of citizens of the Commonwealth.

The conference is being held on the eve of Commonwealth Week 14–18 March 2016; so come and join the celebrations and fun on Commonwealth Day 14 March 2016 and the other Commonwealth Week events.

The programme will include presentations which demonstrate outstanding nursing and midwifery leadership across the Commonwealth in:

- clinical practice
- policy and projects
- research and innovation
- education and training
- legislation and regulation
- management and administration

The full programme will be announced at the beginning of September 2015.

VENUE

Royal College of Physicians, 11 St Andrews Place, Regent's Park, London NW1 4LE United Kingdom. <http://www.rcplondon.ac.uk>.

INFORMATION

If you require further information about the conference please contact Jill Iliffe, Executive Secretary, Commonwealth Nurses and Midwives Federation.

Email: jill@commonwealthnurses.org

Phone: +61 438 647 252.

REGISTRATION CONFIRMATION

All bookings will be confirmed in writing. Nearer to the conference you will receive further information by email so please make sure you include your email address.

CONFERENCE FEES

The conference fee includes registration for the conference, conference materials, lunch and refreshments. The conference fee also includes a reception on Saturday evening 12 March 2016. The conference fee does not include travel, accommodation or dinner.

CANCELLATIONS

Cancellations received one full month before the start of the event will be refunded, minus a 25% administration fee. No refunds can be processed after this date. Places can be substituted with the prior knowledge and agreement of the CNMF. It may be necessary for reasons beyond the control of the organisers to alter the content and timing of the programme or the identity of the speakers. The CNMF can take no responsibility for non-refundable travel and accommodation in the case of a changed programme.

VISAS

Most Commonwealth countries require visas to enter the United Kingdom. Check the website of the UK Border Authority at: <http://www.ukba.homeoffice.gov.uk> to see whether or not you require a visa. Please remember that it may take six to eight weeks for a visa to be processed, so start the process early. The CNMF is unable to assist with the visa application process however a letter of invitation will be issued to all accepted speakers and delegates who register.

ACCOMMODATION

Accommodation in London can be expensive; however inexpensive, comfortable hotels are available. The Royal College of Physicians has negotiated reduced rates at nearby hotels.

Go to: <http://www.rcpevents.co.uk/hotels/>

Also check out the following websites:

- <http://www.booking.com>
- <http://www.LateRooms.com>
- <http://www.wotif.com>
- <http://www.shortlet-london.com>

Reasonable accommodation is available through some of the larger hotel chains eg: Premier Inn or Holiday Inn. Some religious groups also offer accommodation, such as The Penn Club at: <http://www.pennclub.co.uk> or the Royal Foundation of St Katherine at: <http://www.rfsk.org.uk>.

For travel information the following sites gives comprehensive coverage of available options

<http://www.visitlondon.com> or www.tfl.gov.uk.

WEATHER

The weather in London in March is likely to be cool (between 2–10 degrees) and also quite likely to be wet, so come prepared.

CURRENCY

The United Kingdom uses the pound sterling. There are many currency exchange websites where you can check the value of your own country's currency against the pound sterling. Go to:

- <http://www.xe.com/currencyconverter/>
- <http://www.oanda.com/currency/converter/>

EXPENSES

Delegates will be responsible for their own travel and accommodation costs. The conference fee includes registration for the conference, conference materials, lunch and refreshments on both days and a reception Saturday evening 12 March 2016. Dinner is not included in the conference fee.

COMMONWEALTH DAY

Commonwealth Day is celebrated on Monday 14 March 2016. A number of activities take place during the week to celebrate Commonwealth Day. Conference delegates will be advised of the events as information becomes available.



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CONFERENCE BOOKING FORM

You will not be registered for this event unless payment accompanies your application. Places cannot be held provisionally.

PART A: YOUR DETAILS (IN BLOCK LETTERS)

Email: (Please write your email address clearly as additional conference information will be sent to you by email)

* Please complete the following as you would like them to appear on your delegate badge

Title: *First name:

*Surname:

Job title:

*Organisation:

*Organisation Country:

Home phone number:

Work phone number:

Mobile phone number:

Postal address:

Postcode:

Country:

Specific requirements (dietary, accessibility):

PART B: CONFERENCE FEES

☐ £350.00 ☐ £300.00 (Presenter only)

☐ £250.00 ☐ £200.00 (Presenter only)

☐ £500.00 ☐ £450.00 (Presenter only)

Commonwealth Developed Country (Australia, Bahamas, Barbados, Brunei Darussalam, Canada, Cyprus, Malta, New Zealand, Singapore, and United Kingdom), Seychelles, St Kitts and Nevis, Trinidad and Tobago (<http://data.worldbank.org/news/2015-country-classifications>)

Commonwealth Developing Country (all other countries)

Non-Commonwealth Country

PART C: PAYMENT OPTIONS (tick appropriate box)

☐ **REGISTER BY POST AND PAY BY CHEQUE**

Make cheque payable to the Commonwealth Nurses Federation). I enclose a cheque for £ _____

Complete Part A and B of the booking form and post with your cheque to:

Commonwealth Nurses and Midwives Federation, c/o Royal College of Nursing, 20 Cavendish Square, London W1G 0RN United Kingdom

☐ **REGISTER AND PAY ONLINE BY CREDIT CARD OR PAYPAL**

Go to: <http://www.commonwealthnurses.org/conference2016>

Complete Part A and B of the online booking form, submit then select payment by credit card or PayPal.

☐ **REGISTER ONLINE AND PAY BY BANK TRANSFER**

Go to: <http://www.commonwealthnurses.org/conference2016> and complete Part A and B of the online booking form. Email a copy of your remittance advice to cnf@commonwealthnurses.org or post a copy of your remittance advice to: Commonwealth Nurses and Midwives Federation, c/o Royal College of Nursing, 20 Cavendish Square, London W1G 0RN United Kingdom

Bank transfer payment details (within UK): HSBC (129 New Bond Street, London UK W1S 1EA); Sort Code: 400322; Account number: 51433830; Account name: Commonwealth Nurses Federation; Account address: 20 Cavendish Square London W1G 0RN

Bank transfer payment details (outside UK): HSBC (129 New Bond Street, London UK W1S 1EA); Bank Identifier Code (BIC) MIDLGB2106R; International Bank Account Number (Swift Code): GB34MIDL40032251433830; Account name: Commonwealth Nurses Federation; Account address: 20 Cavendish Square, London W1G 0RN United Kingdom

PLEASE NOTE

When making a payment online or by bank transfer, please specify in the 'information to receiver' your name and Conference2016 so payments can be tracked. Registrations will not be confirmed until both payment and booking form has been received.