

Annual Conference



The British
Psychological Society

REGISTRATION FORM (by completing this form you have read and agree to our booking terms & conditions below)

SECTION 1 – ABOUT YOU

Title: _____ Forename: _____ Last name: _____

BPS membership no: _____ Organisation/place of study: _____

Postal address: _____

Postcode: _____ Contact telephone: _____ Email address: _____

Please note: your name and organisation as it is entered here will appear on your conference badge. If you are a presenter but are not a Society member please email annualconference@bps.org.uk for a special link to register online.

Are you presenting at the conference? ☐ Yes ☐ No

SECTION 2 – CONFERENCE REGISTRATION

All fees include conference materials, morning coffee & afternoon tea, buffet lunch and entrance to exhibition and all sessions.

****Standard rates now apply****

DELEGATE PACKAGE – Please indicate ONE fee

	Society Member / Presenter	Society Member Concession	Affiliate Subscriber	Non-Society Member
3 Day Full Conference Includes all 3 days of the conference, B&B on 2 & 3 May at the HQ Hotel (Orchard), plus both the BBQ on 2 May & Gala Dinner on 3 May at Goosedale	£574 ☐	Not available	£689 ☐	£804 ☐
3 Day Conference (B&B, BBQ & Gala Dinner NOT Included) Includes all 3 days of the conference only	£305 ☐	£167 ☐	£362 ☐	£437 ☐
1 or 2 Day Conference:				
Wednesday 2 May	£113 ☐	£63 ☐	£138 ☐	£161 ☐
Thursday 3 May	£113 ☐	£63 ☐	£138 ☐	£161 ☐
Friday 4 May	£113 ☐	£46 ☐	£138 ☐	£161 ☐
Wednesday 2 & Thursday 3 May	£207 ☐	£121 ☐	£253 ☐	£293 ☐
Thursday 3 & Friday 4 May	£207 ☐	£109 ☐	£253 ☐	£293 ☐
Wednesday 2 & Friday 4 May	£207 ☐	£109 ☐	£253 ☐	£293 ☐

ADDITIONAL OPTIONS

BBQ on Wednesday 2 May (already included in the Full Conference Package)		£26		☐
Gala Dinner at Goosedale on Thursday 3 May (already included in the Full Conference Package)		£45		☐
B&B at Orchard Hotel	Tues	Weds	Thurs	
	£90 ☐	£90 ☐	£90 ☐	
Guest Sharing (extra breakfast)	£10 ☐	£10 ☐	£10 ☐	
Overseas fixed bank transfer charge (See section 4.3 on page 2)		£15		☐
Please indicate if you are attending the following: (FOC within daily registration)	Student Stream Friday 4	(£0) ☐		

TOTAL AMOUNT DUE: £

SECTION 3 – FURTHER REQUIREMENTS

To help us ensure that all delegates are able to participate fully, please let us know about any requirements you have (e.g. access/dietary)

SECTION 4 – YOUR PAYMENT

If paying by credit or debit card please use our secure online booking system www.bpsshop.org.uk

☐ I enclose a cheque for £ payable to The British Psychological Society

(Deadline for invoices was 7 March 2018)

INVOICE DEADLINE HAS NOW PASSED

IMPORTANT NOTES ABOUT COMPLETING THIS FORM

Section 2

1. Please ensure that the appropriate fee box for the registration category and all options required are selected. Add up all the fees and enter the amount in the **Total Amount Due** box.

2. A limited number of **concessionary places** are available. Persons eligible for concessionary rates are student members of the Society, graduate members registered under Rule 15 (2) (studying in the UK and not subject to income tax), Rule 21 (retired) members, and members who are unemployed. For evidence of unemployment, we will require a copy of your job seekers allowance book.

Section 3

1. Please ensure if any **dietary, access, hearing or mobility requirements** are listed for the person attending the conference.

Section 4

1. Please note that we cannot accept payments by Solo, Electron or Diners Club.

2. If an invoice is **required** please complete the details in full and **include an official purchase order number with the official purchase order document sent with the registration form**. We are not able to issue an invoice without this. An official purchase order is a document or form used by a customer to issue an order for goods or service.

3. If the delegate is based overseas and are unable to pay the registration fee by cheque or credit/debit card, we do accept payment by direct bank transfer to the bank details below. There will be a fixed £15 fee added onto the registration fee for all payments made by foreign bank transfer.

Account Number: 11226510 **Sort Code:** 16-23-21 **Swift Code:** RBOS GB 2L **Iban Number:** GB09 RBOS 16232111226510

If you are paying by bank transfer please be sure to let us know the exact date, amount and the transfer reference.

TERMS AND CONDITIONS FOR EVENT BOOKINGS ("Terms")

Please ensure that you read these Terms carefully. We would particularly draw your attention to paragraph 7 (Our cancellation rights), paragraph 8 (Your cancellation rights), paragraph 9 (Our liability to you) and paragraph 10 (How we use your personal data). Please also check that the details on the booking form are complete and accurate. These Terms

together with the booking form constitute the entire agreement between you and us. If there is any inconsistency between these Terms and the booking form, these Terms will prevail.

References to 'we/our/us' in these Terms means The British Psychological Society of St Andrews House, 48 Princess Road East, Leicester LE1 7DR, a charity registered in England and Wales with charity number 229642. Our VAT number is 240 3937 76. We operate the website www.bpsshop.org.uk. Our contact address for the purposes of these Terms is conferences@bps.org.uk.

1. When you submit the booking form to us, this does not mean we have accepted your booking. Our acceptance of the booking will take place when we issue you with a written confirmation of the booking, following receipt of payment or invoicing instructions. If you do not receive a written confirmation within 2 weeks of submitting the booking form to us, you should contact us in writing. You are advised not to incur any expenses in relation to the event until you have received written confirmation of your booking.

2. The price for the event is set out on our website in force at the time we confirm your booking. Payment in full must be received by us in advance of the event in cleared funds. Payment sent independently of the booking form must state the details of the event and the name of the person attending and/or membership number. Where an invoice is required before payment can be made, you must request this in writing at least eight weeks before the event with a completed booking form and purchase order. You must pay our invoice in cleared funds within 30 calendar days of the date of invoice.

3. If the delegate is based overseas and are unable to pay the registration fee by cheque or credit/debit card, we do accept payment by direct bank transfer to the bank details below. There will be a fixed £15 fee added onto the registration fee for all payments made by foreign bank transfer. Account number: 11226510. Sortcode: 16-23-21. Swift code: RBOS GB 2L. IBAN Number: GB09 RBOS 16232111226510
If you are paying by bank transfer please be sure to let us know the exact date, amount and the transfer reference.

4. If you do not pay us for the event as set out in paragraph 2 above, you will not be permitted to attend the event and will not be able to book onto any other event held by us until payment in full has been received.

5. You may change the name of a booking up to the booking deadline by contacting us in writing. You will be required to pay a £15 administration charge and any difference in booking fees paid if the original fee was lower than that applicable to the new attendee. You may not share an event package with any other individual.

6. Our prices may change at any time, but price changes will not affect a booking that we have confirmed with you. All prices include VAT at the point of sale. However, if the rate of VAT changes between the date of the booking and the date of the event, we will adjust the rate of VAT that you pay, unless you have already paid for the event in full before the change in the rate of VAT takes effect.

7. Our cancellation rights:

(a) We may have to cancel an event due to an event outside our control; the unavailability of key personnel or key materials; or low booking numbers for an event. We will notify you of such a cancellation as soon as reasonably possible.

(b) If we have to cancel an event for any of the reasons set out in clause 7(a) above and you have made any payment in advance for the event, we will, at our sole option, either refund these amounts to you or offer to transfer you to a different event.

(c) For the purposes of this clause 7, events outside our control means any act or event beyond our reasonable control, including without limitation: strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunications networks.

8. Your cancellation rights:

(a) You may cancel any booking by giving us notice in writing.

(b) If you cancel within 7 working days of submitting your booking, you will receive a full refund of any monies paid in advance. We will refund you on the credit card or debit card used by you to pay. If you have paid by cheque we will credit the money to a bank account specified by you.

(c) If you cancel after 7 working days of submitting your booking, you will incur a £15 administration charge and a

cancellation fee will be charged based upon the date of notification as follows:

(i) For BPS Conferences:

(1) Less than 1 calendar month prior to the event start date – 100% of the price charged for the event

(ii) For other Society events (including BPS Learning Centre events):

(1) Less than 2 calendar months and more than 1 calendar month prior to the event start date – 30% of the price charged for the event

(2) Up to 1 calendar month prior to the event start date – 100% of the price charged for the event

(d) Such cancellation fees are to cover costs incurred by us as a result of your cancellation which will not be recoverable by us.

(e) Details of your legal right to cancel and an explanation of how to exercise it are provided in our written confirmation of your booking.

9. Our liability to you:

(a) If we fail to comply with these Terms, we are responsible for loss or damage you suffer that is a foreseeable result of our breach of the Terms or our negligence, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it was an obvious consequence of our breach or if it was contemplated by you and us at the time we confirmed your booking.

(b) We have no liability to you for any loss of profit, loss of business, business interruption, or loss of business opportunity in connection with or in any way arising out of your booking with us.

(c) We do not exclude or limit in any way our liability for:

(i) death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors; or

(ii) fraud or fraudulent misrepresentation.

10. How we may use your personal information:

By providing your personal information on the booking form you are agreeing to us processing and holding it for the purposes of the event, processing your payment for the event and informing you about similar products/services that we provide. Further information about these purposes can be found in our Privacy Policy at www.bps.org.uk.

11. Other important terms:

(a) These Terms are between you and us and no other person shall have any rights to enforce them.

(b) These Terms and any disputes or claims relating to them are governed by English law. You and we both agree to submit to the exclusive jurisdiction of the English courts.

As a consumer, you have legal rights in relation to services that are not provided as described. Advice about your legal rights is available from your local Citizens' Advice Bureau or Trading Standards office. Nothing in these Terms will affect these legal rights.

See <http://www.bps.org.uk/ac2018> for latest information

Return the form with your payment or invoicing instructions to:

**Professional Development Centre
The British Psychological Society
St Andrews House
48 Princess Road East
Leicester
LE1 7DR**

Tel: +44 (0) 116 252 9555

Fax: +44 (0) 116 290 1886

Email: annualconference@bps.org.uk

Web: www.bps.org.uk/ac2018