

Archives and Records Association (UK and Ireland) Conference 2020

WE LOVE RECORDS

Crowne Plaza Hotel, Chester
Wednesday 2 - Friday 4 September 2020

DELEGATE BOOKING FORM

- Please complete the relevant sections of this booking form and return either by email or post to:
ARA Conference Desk, Mills Media Creative, 2 Morpeth Wharf, Twelve Quays, Wirral, CH41 1LF, UK
Tel: 00 44 (0)151 649 3688, Email: araconference@millsmediagroup.com
- Photocopy additional copies of this form as required and complete a separate form for each delegate
- Complete the booking form in BLOCK CAPITALS

SECTION ONE – PERSONAL INFORMATION

Title..... Forename..... Surname.....

Please tick the box if this your first time at an ARA Conference

ARA Membership Number (MUST be completed to qualify for Member Rates).....

Company Name (as it should appear on your name badge).....

Position (please circle): ARCHIVIST / CONSERVATOR / RECORDS MANAGER or OTHER (please state).....

Twitter Username (which will appear on your name badge and on the delegate list).....

Contact Address.....

Telephone (including Dialling Code)

E-mail.....

Dietary / Special Requirements

Do you have any disability related requirements? If yes, please specify below and any information given will be treated as strictly confidential:

SECTION TWO – FULL CONFERENCE ATTENDANCE

I wish to attend the full conference from Wednesday 2 – Friday 4 September 2020 inclusive: (PLEASE TICK AS APPROPRIATE)

YES NO (If your answer is no, please complete SECTION THREE)

Evening meals are included in the Full Conference Rate, please confirm if you will be attending the following:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| - Evening Meal on Wednesday 2 September at the Crowne Plaza Hotel | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| - Gala Dinner on Thursday 3 September at the Crowne Plaza Hotel | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

I will require accommodation on Wednesday and Thursday nights (included in the full conference rate) - PLEASE TICK AS APPROPRIATE:

Accommodation will be provided at the Crowne Plaza Hotel and the Holiday Inn Express on a first come first served basis

YES NO

I will require additional accommodation on the following nights - PLEASE TICK AS APPROPRIATE:

Accommodation will be provided at the Crowne Plaza Hotel and the Holiday Inn Express on a first come first served basis

Monday 31 August 2020 Tuesday 1 September 2020 Friday 4 September 2020

I will require the following accommodation type (single occupancy is included within the Full Conference rate) - PLEASE TICK AS APPROPRIATE:

SINGLE OCCUPANCY TWIN OCCUPANCY (£20pp per night supplement) DOUBLE OCCUPANCY (£20pp per night supplement)

If you have selected twin or double occupancy, please state the name and company name of the additional person in the room. Please note that payment will be divided equally between the two of you, unless otherwise advised:

Name:

Company Name

Please refer to the rates in section Five/Six

SECTION THREE – DAY DELEGATES

(Please do not complete this section if you will be attending the full conference and have already completed section two)

I wish to attend the conference, to include catering on the following day(s): (PLEASE TICK AS APPROPRIATE)

The Day Delegate Rate is £185.00 for members and £215.00 for non-members

Wednesday 2 September 2020

Thursday 3 September 2020

Friday 4 September 2020

I will require accommodation on the following nights: (PLEASE TICK AS APPROPRIATE)

Accommodation will be provided at the Crowne Plaza Hotel and the Holiday Inn Express on a first come first served basis

Monday 31 August 2020

Tuesday 1 September 2020

Wednesday 2 September 2020

Thursday 3 September 2020

Friday 4 September 2020

I will require the following accommodation type: (PLEASE TICK AS APPROPRIATE)

SINGLE OCCUPANCY

TWIN OCCUPANCY (£20pp per night supplement)

DOUBLE OCCUPANCY (£20pp per night supplement)

If you have selected twin or double occupancy, please state the name and organisation of the additional person in the room. Please note that payment will be divided equally between the two of you, unless otherwise advised:

Name:

Organisation

I would like to pre-book for the Evening Meal, which will take place at the Crowne Plaza Hotel on Wednesday 2 September 2020

I would like to pre-book for the Gala Dinner, which will take place at the Crowne Plaza Hotel on Thursday 3 September 2020

Please refer to the rates in section Five/Six

SECTION FOUR – GUEST ATTENDANCE

Guests of delegates are welcome to join us for lunch, the Evening Meal on Wednesday and/or for the Gala Dinner on Thursday. Please advise us of your guest(s) name and requirements:

Guest Name:

Guest's Dietary/ Special Requirements.....

My Guest will accompany me on the following lunches: Wednesday (at £25.00) / Thursday (at £25.00) / Friday (at £25.00)

My Guest will accompany me at the Evening Meal on Wednesday (at £39.00) / My Guest will accompany me at the Gala Dinner on Thursday (at £49.00)

Please refer to the rates in section Six

SECTION FIVE – SCALES OF CHARGES FOR MEMBERS

Full Conference Attendance with Two Nights' Accommodation – Early Bird Rate	£530.00	Book before 30 April/Pay before 31 May 2020
Full Conference Attendance with Two Nights' Accommodation	£545.00	For bookings made from 1 May 2020
Full Conference Attendance ONLY (no accommodation) – Early Bird Rate	£444.00	Book before 30 April/Pay before 31 May 2020
Full Conference Attendance ONLY (no accommodation)	£459.00	For bookings made from 1 May 2020
Daily Rate (Wednesday, Thursday or Friday)	£185.00	
Accommodation Rates for Single Occupancy	£161.25	Per night for Single Occupancy (Monday to Friday)
Accommodation Rates for Twin or Double Occupancy (per room)	£181.25	Per night for Twin/Double Occupancy (Monday to Friday)
Evening Meal and Welcome Drinks Reception (Wednesday)	£ 39.00	Or included in the full conference attendance rate
Gala Dinner with Entertainment, Table Wine and Drinks Reception (Thursday)	£ 49.00	Or included in the full conference attendance rate

SECTION SIX – SCALES OF CHARGES FOR NON-MEMBERS & GUESTS

Full Conference Attendance with Two Nights' Accommodation – Early Bird Rate	£690.00	Book before 30 April/Pay before 31 May 2020
Full Conference Attendance with Two Nights' Accommodation	£708.50	For bookings made from 1 May 2020
Full Conference Attendance ONLY (no accommodation) – Early Bird Rate	£604.00	Book before 30 April/Pay before 31 May 2020
Full Conference Attendance ONLY (no accommodation)	£622.50	For bookings made from 1 May 2020
Daily Rate (Wednesday, Thursday or Friday)	£215.00	
Accommodation Rates for Single Occupancy	£161.25	Per night for Single Occupancy (Monday to Friday)
Accommodation Rates for Twin or Double Occupancy (per room)	£181.25	Per night for Twin/Double Occupancy (Monday to Friday)
Evening Meal and Welcome Drinks Reception (Wednesday)	£ 39.00	Or included in the full conference attendance rate
Gala Dinner with Entertainment, Table Wine and Drinks Reception (Thursday)	£ 49.00	Or included in the full conference attendance rate

SECTION SEVEN – KEY TO RATES

- Full conference attendance (Wednesday - Friday) includes morning coffee, lunch and afternoon tea on Wednesday, Thursday and Friday. This rate also includes the Evening Meal on Wednesday and the Gala Dinner on Thursday. Accommodation (B&B single occupancy) on Wednesday and Thursday only.
- The Earlybird Rate is applicable to Full Conference bookings that are submitted before Thursday 30 April 2020, where full payment is received by no later than Sunday 31 May 2020.
- The daily rate includes morning coffee, lunch and afternoon tea each day of attendance.
- The Evening Meal on Wednesday and the Gala Dinner rate on Thursday is applicable to those delegates being charged on a daily rate ONLY and will take place at the Crowne Plaza Hotel.
- The Drinks Reception on Wednesday after the buffet meal will take place at a venue to be confirmed.
- Accommodation rates include accommodation at the Crowne Plaza Hotel or the Holiday Inn Express (subject to availability and on a first come first served basis) with full English breakfast unless otherwise specified.
- Accommodation is subject to availability at the time of booking and alternative accommodation may be offered by the Organiser.
- Member rates are only applicable where the delegate provides a valid ARA Membership Number.
- Please note that cheque payments can only be accepted from a UK or Irish bank.
- No VAT is reclaimable by delegates.
- In the event that you can no longer attend the conference, you may cancel your booking in accordance with the terms and conditions in section nine or you may transfer your booking to the names of one other delegate. Only one substitute per booking will be permitted.
- It is strictly prohibited for any delegate to distribute promotional materials and/or actively promote the products and services of their organisation which could be viewed as an attempt to exhibit at the conference without following the appropriate channels and attending as a paying exhibitor. Any individuals found to be doing so will be asked to leave the conference and no attendance fees will be refunded.

SECTION EIGHT – PAYMENT

ALL PAYMENTS MUST BE RECEIVED PRIOR TO ATTENDANCE AT THE CONFERENCE – IF PAYMENT IS NOT RECEIVED, CONFERENCE INFORMATION WILL NOT BE ISSUED

Please send an invoice for £ **(All payments MUST be in GBP)**

Please ensure that the invoice recipient named in this section, is the person responsible for the processing and payment of the invoice.

The contact name & address as over: / Use the contact details given below:

Contact Name

Contact Address.....
.....
.....

Contact Telephone Number (if different from overleaf)

Purchase Order No (if applicable).....

Or I enclose a cheque for £

Payable to the **Archives and Records Association** and addressed to the ARA Conference Desk.

The address for the ARA Conference Desk can be found at the top of page one of this booking form.

Please note: We only accept cheques from UK or Irish banks.

SECTION NINE – BOOKING DECLARATION – PLEASE ENSURE YOU COMPLETE ALL OF THIS SECTION

I agree that my name will be included on the delegate list, which will be made available to all attendees including participants in the

Information Village: YES NO

A photographer and film crew will be on site at the conference and I agree for my image to be used for promotion of the ARA:

YES NO

Data Protection and Terms and Conditions:

I have read and agree to be bound by the booking conditions printed below and understand that payment MUST be received prior to the conference.

Signed..... Date

Data Protection Act 2018: The personal data that you are giving will be used for the purposes of administering the ARA Conference. It will not be passed on to unrelated third parties. It will be stored and disposed of appropriately.

Terms and Conditions: This booking form constitutes a legally binding agreement. Cancellations confirmed in writing by Friday 26 June 2020 will be subject to a full refund minus an administration charge of 25% of the conference fee. Cancellations confirmed in writing between Saturday 27 June 2020 and Friday 31 July 2020 will be subject to a charge of 50% of the conference fee. After that date, we regret that no refund can be given for whatever reason, although one substitute per booking will be accepted if notified in writing prior to the event. Bookings made after Friday 31 July 2020 will only be accepted with full payment by cheque enclosed with the booking form or by credit card. These payments are non-refundable. If you have not received confirmation and further details by Friday 21 August 2020, please contact the Conference Organisers. The Organisers cannot be held responsible for the non-arrival of information. Full payment MUST be received NO LATER than Friday 14 August 2020.

Conference details will be issued subject to receipt of payment.

The Archives & Records Association is registered as a Charity in England and Wales: Charity No. 1041063 and in Scotland: Charity No. SC041671.
Company limited by guarantee No. 2969472