# A white letter on a red blue and white circle Description automatically generated with low confidence2023 Conference Delegate Booking Form

Required

|  |  |
| --- | --- |
| 1.Delegate First Name |  |

|  |  |
| --- | --- |
| 2.Delegate Surname |  |

|  |  |
| --- | --- |
| 3.Name of your organisation |  |

|  |  |
| --- | --- |
| 4.Your job title |  |

5.Sector

|  |  |  |
| --- | --- | --- |
| 🞎 Education | 🞎 Public | 🞎 Third Sector |
| 🞎 Health | 🞎 Social Enterprise |  |
| 🞎 Private | 🞎 Supported Business |  |

|  |  |
| --- | --- |
| 6.Delegates email address |  |

7.Which type of booking do you wish to make?

|  |  |  |
| --- | --- | --- |
| 🞎 Member rate £300 +vat | 🞎 Workshop Presenter £240 +vat | 🞎 Non-member rate £500 +vat |

8.Dietary Requirements

|  |  |  |
| --- | --- | --- |
| 🞎 None | 🞎 Vegan | 🞎 Food allergies  (Please specify in additional dietary information) |
| 🞎 Vegetarian | 🞎 Gluten-free | 🞎 Religious Restrictions  (Please specify in additional dietary information) |

9.Additional Dietary Information

|  |
| --- |
|  |

10.Conference accessibility requirements you would like us to be aware of?

|  |
| --- |
|  |

Please send your completed form to [gillian.parker@base-uk.org](mailto:gillian.parker@base-uk.org)

**Terms and conditions**

Payment must be received 10 days prior to the conference.

**Delegates wishing to book at Member Rate should ensure that their BASE Membership Subscription is up to date. We are sorry but we are unable to process applications at the discounted rate when membership remains outstanding for the 2023/24 year.**

The members discounted rate is also available to members of SUSE, NIUSE, EUSE and WASE.

There is no discount for delegates who are unable to attend the conference dinner.

If you are holding a workshop at the conference, we only give discounted rate of £240+VAT for one presenter per organisation.

Please note thataccommodation costs are not included in the conference fee.

All cancellations must be received in writing and will be subject to an administration charge. If we receive the cancellation before 1st October 2023 a charge of 10% will be retained.

If we receive a cancellation after this date then the full fee must be paid. We are happy to accept a substitute delegate if the original delegate is unable to attend.