

# Booking Conditions



# ASRA

1. Each delegate must complete a Registration Form (it is **not** possible to accept institution bookings for more than one delegate on one Registration Form). Photocopied Registration Forms will be accepted. The name and company details of all registered delegates will be placed on the Delegate List which will be passed to all attendees, including exhibitors for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on the Delegate List should advise at the time of booking.
2. On receipt of your Registration Form an invoice will be raised. Payment may be made by:

**Credit/Debit Card:** Please telephone Sovereign Conference (Tel: 01527 893675) to provide your card details.

**BACS:** **Account Name:** ASRA  
**Bank Address:** Barclays Bank Plc, Percy Street Branch,  
Newcastle Group, Newcastle-upon-Tyne, NE1 4QL  
**Account No:** 70860859  
**Sort Code:** 20-59-59  
**Swift Code:** BARCGB22  
**IBAN Code:** GB30 BARC 2059 4270 8608 59

*Please submit a copy of the Remittance Advice to the Conference Organisers*

**Cheque:** Cheques to be made payable to **ASRA** and crossed a/c payee and must be drawn on a United Kingdom Bank in pound sterling.

3. The Registration Fees are **strictly** for one person only and cannot be shared within an institution. This is in accordance with the venues terms & conditions, i.e. fire regulations, health and safety, and from a conference security point of view. Any institution found to be sharing a conference package will automatically be invoiced the additional fees plus an administrative charge of £ 25.00 per delegate.
4. The following cancellation charges will apply, subject to ASRA's contractual obligations with the conference providers, which will take effect **immediately** on receipt of the completed Registration Form:

On receipt of Registration Form but before <b>21st February 2020</b>	£25.00 per Registration Form
From <b>22nd February 2020</b> but before <b>15th March 2020</b>	50% of the total invoice cost
From <b>16th March 2020</b> or 'non'-attendance at the conference	100% of the total invoice cost

Substitution is possible up to 15th March 2020. Substitutions after this date **must** be approved by the ASRA Conference Committee. Notification of any amendment, cancellation or substitution to the original Registration **must** be made in writing to the Conference Organisers.

5. The Conference Organiser (Sovereign) and ASRA will not be held responsible for any reason outside of their control should the conference not be able to commence or be curtailed early.
6. The Conference Organisers (Sovereign) and ASRA will not be held responsible for any loss or damage of personal items of the delegates or injury caused to a conference delegates or exhibitor at the conference venue(s).
7. The Conference Organisers (Sovereign) and ASRA will not be held responsible for anyone not being able to participate in this meeting due to it being oversubscribed.
8. Accommodation at the conference hotels is subject to availability. ASRA and Sovereign Conference will not be held responsible for any delegate not being able to reserve a room at the selected conference hotel. All reservations must be made direct with Sovereign Conference.
9. The Bed & Breakfast charges will be added to your invoice, however, you will be responsible for settling your own 'extras', i.e. telephone calls, newspapers, bar charges, additional meals, etc, directly with the hotels.
10. Should you have any special dietary requirements e.g. vegetarian, vegan, gluten-free, or medical requirements, these should be advised to the Conference Organisers (Sovereign) at the time of booking.
11. Each delegate will be emailed an invoice which will act as a confirmation of attendance, delegate letter and Accommodation Confirmation on receipt of the completed Registration Form. Delegates must register at the Conference Registration Desk on arrival, details will be confirmed in the delegate letter.
12. Personal and Travel Insurance to and from the event is the responsibility of the attendee and / or their named institution.

Should you have any queries or require any additional information please contact the Conference Organisers:

**Sovereign Conference**  
Seven Elms, Dark Lane, Astwood Bank, Redditch, Worcestershire, B96 6HB  
Email: [association@sovereignconference.co.uk](mailto:association@sovereignconference.co.uk)