**Minding the Gap Conference 2018**

University of Brighton (Falmer Site) – Saturday 28 April 2018

**Booking Form**

**Delegate Details**

Name:

Name to be printed on badge (if different to the above):

Job role to be printed on badge:

Setting name (if applicable):

Address:

Phone Number:

Email:

Highest Early Years Qualification (if applicable):

**Type of ticket required**

Standard Ticket (available from 05.03.18 until 14.4.18) £95.00 \_\_\_\_\_\_

Please provide details of:

* Any specific dietary requirements
* Any access requirements
* Any other particular needs

**Payment should be made by BACS to:**

Account Name: Minding the Gap Account Number: 06020596

Sort Code: 09 01 29 Reference: Your name/MTG

**\*Signature Date**

\*By signing you are agreeing to the Minding the Gap Conference booking terms and conditions below

**Minding the Gap Conference Booking Terms and Conditions**

**Organisers**

Rebecca Martland: Children at Heart Early Years Training and Consultancy

childrenatheart@live.com

Alison Featherbe: Orange Caterpillar

alisonfeatherbe@gmail.com

**Payments**

All bookings must be paid in full prior to the conference to guarantee registration. Payment should be made by direct bank transfer to the account detailed on the booking form using your name (or organisation name/lead coordinator for group bookings) as booking reference. If you wish to pay by cheque please contact us for authorisation. Once payment has been received (and cleared) an email confirmation/receipt will be sent. Bookings will close 14 days before the conference date and any bookings made less than 4 weeks before the conference date MUST be paid by bank transfer.

**Early Bird Rate**

In order to qualify for any ‘early bird’ rates, booking and payment must be received before the deadline date listed in the conference marketing material.

**Access Requirements/Dietary Requirements**

Delegates should advise of any special access or dietary requirements on the Conference booking form or by separately by email at least 2 weeks prior to the event

**Registration Information and workshop allocation**

Full details of the conference programme including workshop selection and allocation will be sent out in the New Year after the closure of the early bird booking. Whilst every effort will be made to allocate workshop choices requested by delegates these will be subject to availability and a place in any particular workshop cannot be guaranteed.

**Alterations to Programme – Cancellation/Postponement of Event**

Minding the Gap reserves the right to make alterations to the conference programme and timings

If there is a change to the advertised speakers or workshop contents no refunds will be made

In the event of it being found necessary, for whatever reason, that the conference is postponed or the dates changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.

If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and no refunds will be made

In the unlikely event of the conference being cancelled a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.

**Substitutions & Cancellations**

If they are unable to attend for whatever reason delegates may nominate an alternative person to attend in their place, at no extra charge but the organisers MUST be advised of this by email or text at least 2 hours before the start of the conference.

All bookings are final and we regret that if a delegate is unable to attend for any reason no refunds will be made

**Speakers**

All speakers will be attending subject to availability and so cannot be guaranteed. If there is a change to the advertised speakers or workshops no refunds will be made.

 Views expressed by speakers are their own. Minding the Gap cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

**Photography & Filming**

For promotional purposes, there may be photography or filming taking place during the conference by the organisers or their representatives. By attending this conference you give consent for any photographs or videos taken at the event to appear on social media, Orange Caterpillar, Children at Heart and Minding the Gap website. The organisers are not responsible or liable for any photographs or video taken at the event by delegates including if these are uploaded to the internet.

**Data Protection**

By submitting registration details, delegates agree to allow Minding the Gap organisers to contact them regarding their services. Delegates who do not wish to receive such communications please email mindingthegapcpd@gmail.com. Delegate names will be compiled onto delegate lists for the conference so that all attendees can see who is at the conference for the purpose of networking and meetings. The contact details of registered delegates will not be shared

**Websites & Links**

The Minding the Gap website may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which Minding the Gap takes no responsibility takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

**Insurance**

In the event of industrial disruption, travel disruption or other unforeseen circumstances, Minding the Gap accepts no responsibility for loss of monies incurred by delegates. Delegates should make their own arrangements with respect to personal insurance, along with travel insurance.

Minding the Gap cannot be held liable for any loss, liability or damage to personal property.

**Contact us**

If you need any further information or have any questions please contact us at mindingthegapcpd@gmail.com

* Follow us on Twitter @MTG\_2018
* Like our Facebook Page at <https://www.facebook.com/MindingtheGapCPD>
* Visit our website at [www.mindingthegapcpd@weebly.com](http://www.mindingthegapcpd@weebly.com)
* Postal address if you prefer not to email your booking form: 52 Muirfield Road, Worthing, BN13 2NB