



## Conference Payment Guide / FAQ's (ACDRP Conference)

### Why do we charge?

Our networks currently have no main income stream so the conference plays two very important roles. One is to provide the vital platform to share learning resources and information between various professionals and colleagues alike. It is an opportunity to engage and network throughout whilst continuing your professional development. The second role is to provide an income source to continue funding the network operations. We work hard to keep costs to a minimum to maximise benefit.

### How much does it cost?

#### Early bird prices:

**£160 to attend one day (From the 1<sup>st</sup> July 2024 £175 to attend one day)**

**£280 to attend both days (From the 1<sup>st</sup> July 2024 £325 to attend both days)**

*(Including Eventbrite booking fees)*

***\*Please note associated booking fees are charged by Eventbrite not PiP***

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### How can I pay?

You can pay via credit/debit card on Eventbrite.

As we are a small organisation with limited resources, we kindly ask you to pay immediately. Invoicing is for delegates with no other payment option only.

To pay via invoice, please ask your finance department to raise a Purchase Order (PO) for the amount above to:

**Birmingham Community Healthcare NHS Trust**  
**PO Box 17395**  
**Birmingham**  
**B9 9NP**

**Bank Name:** The Royal Bank of Scotland  
**Account Name:** BHAMCOMMUNITY NHS TRUST  
**Account Numbers:** 10014551  
**Sort Code:** 60-70-80

#### ***\*Other information you may need:***

**VAT No:** 654440387  
**IBAN No:** GB26NWBK60708010014551  
**SWIFT / BIC:** NWBKGB2L

All PO's **MUST** be emailed immediately to [zureena.walters@nhs.net](mailto:zureena.walters@nhs.net) to ensure they are promptly processed.

***A PO number will need to be raised before the conference for delegates to gain access on the day.***



## What should I do if I have any questions or am having difficulty registering?

Please get in touch by email to [zureena.walters@nhs.net](mailto:zureena.walters@nhs.net)

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## What if I need to cancel my booking?

If you must cancel your booking, please **submit written notice to our email address** [bchnt.partnersinpaediatrics@nhs.net](mailto:bchnt.partnersinpaediatrics@nhs.net)

If we receive a valid cancellation request, we will process as below:

Valid Notice Received Within:	Refund issued:
More than two (2) months prior to the event	100% refund will be issued
Between two (2) months and one (1) month prior to the event	50% refund will be issued
Less than one (1) month prior to the event	No refund will be issued

This policy applies to all circumstances including transportation disruptions and cancellations, illness, travel or health advisories and quarantines.

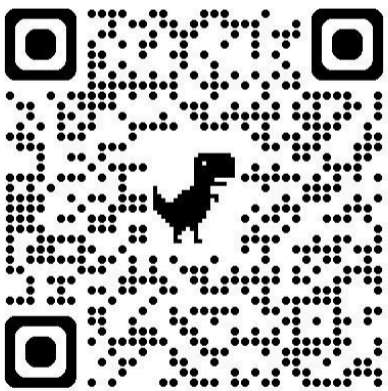
We reserve the right to return the payment and refuse acceptance of the booking at any time, for any reason, at no penalty to us. Any refund due, once approved, will be issued within 7 days of receipt of the cancellation notice to your original payment method. Please allow 3 - 5 days for refund to show.

To submit a request to change or cancel your booking, please email us with the order number and other booking details. If you have any other questions, please contact [zureena.walters@nhs.net](mailto:zureena.walters@nhs.net).

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## How do delegates register to attend?

You can register your place by scanning the QR code below or by clicking [here](#)



All delegates must register individually. You will be prompted to enter your name and organisation. Please note, this is the name of the delegate attending the conference and NOT the name of the person entering the information. Please ensure the email address entered is correct as this will be used to send important delegate, conference, and contact information to.