



there  
for you

#### Outline timetable

**Thursday 27 September 2018**

11:45 Registration

12:15 – 13:45 Lunch

14:00 – 17:00 Seminar

**Friday 28 September 2018**

09:00 – 17:00 Seminar

**Saturday 29 September 2018**

09:15 – 12:00 Seminar

*Please note that timings and content may be subject to amendment.*

There for you is the working name of  
UNISON Welfare registered charity no  
1023552/SCO38305

## Helping you help our members

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National Seminar  
27 – 29 September 2018  
UNISON, Croyde Bay

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Find out what you need to know about what's happening in the world of UNISON There for You.

Whether you are new to There for You or an experienced branch welfare officer, this seminar will help you to expand your knowledge, learn new skills, reflect on your current practice or, gain confidence to help you be the best you can be for those of our members who are struggling.

Register NOW to secure your place and take the time to connect and share with others who volunteer their time working on behalf of the charity.



# Guidance notes and registration Terms and conditions

Please take a copy of these notes for reference purposes.  
The closing date for registration is 3 September 2018.

## How do I register?

Delegates will be registered by the There for you support team in London and will receive a confirmation email once registered. **Please ensure you enter a valid email address in capitals as all communication will be by email, including event documents.**

Branch Welfare Officers should complete the attached registration form. Each region is guaranteed 10 places, including a Regional delegate. Priority will be given to those who have not previously attended Seminar. Once this total is reached applicants will be held on a waiting list until after the closing date when any available places will be allocated fairly across regions. Please note in previous years we have always managed to accommodate all delegates applying by the closing deadline. We are unable to reserve any places without the application form and full payment.

## Where is the event being held?

The venue is Croyde Bay  
[www.croydeunison.co.uk](http://www.croydeunison.co.uk)  
Telephone: 01271 890890

## Is there a crèche facility?

A crèche will only be provided for single delegates with children aged 11 or under for the duration of the conference programme. Delegates should tick the registration form if a place is required. A separate crèche form will be sent for completion.

## What if there are any additional access requirements?

Please indicate this on the registration form. You will receive an email that will enable you to detail your needs for the event. If you would like to discuss your requirements in advance, please email [thereforyou@unison.co.uk](mailto:thereforyou@unison.co.uk) or call the event organisers on 020 7121 5620.

## Can my partner accompany me?

Partners may accompany delegates. However, priority for accommodation will be given to single delegates. Partner rates are detailed overleaf. We are only able to accept assistance dogs at the event.

## How will I know if I am registered?

You will receive an email advising that your registration has been successful. You are advised to book your travel as soon as you have received your confirmation.

Forms without the correct payment will be returned.

## What if I register and then cannot attend?

The following terms and conditions apply to delegates and accompanying guests/children:

- A delegate may send a substitute up to the 23 September 2018.
- Cancellations made before the registration closing date will be charged at 10% of the delegate rate.
- Cancellations made between 4 September and 15 September will be charged at 50% of the delegate rate.
- Cancellations made between 16 September and 23 September will be charged at 75% of the delegate rate.

**No refunds will be made for cancellations made after 23 September 2018.**

All amendments and cancellation requests should be made by email to [thereforyou@unison.co.uk](mailto:thereforyou@unison.co.uk)

## What are the travel arrangements?

Delegates are responsible for their own travel arrangements to and from the venue however, if you are travelling by train, a coach pick up/drop off service is being arranged for Tiverton Parkway and Barnstaple railway stations. Therefore if you wish to reserve a seat on the coach, please indicate this on the form and ensure the additional transport cost is included with your registration fee.

You are reminded that travel and any other expenses should be claimed from your branch.

### What are the travel costs?

#### Tiverton Parkway Return

Adult	£13.00
Child	£9.00

#### Barnstaple Return

Adult	£7.00
Child	£5.00

### How much will it cost and how do I pay?

#### Delegates

Includes lunch, dinner and accommodation on Thursday 27 September 2018, accommodation, breakfast, lunch and dinner on Friday 28 September 2018 and breakfast on Saturday 29 September 2018.

Single Delegate	£299.00
Day Delegate	£170.00

#### Partners

As for delegates above but excludes lunch on 27 and 28 September 2018.

Rate	£ 135.00
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#### Children

As for delegates above but excludes lunch on 27 and 28 September 2018. Lunch will be provided for children in the crèche.

Rate	£58.00
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### What if I need further information?

Our welfare support staff will be able to respond to any event enquiries. Please contact the helpline on 0207 121 5620 or email [thereforyou@unison.co.uk](mailto:thereforyou@unison.co.uk).

### How do I book extra nights?

Once you have received an email confirming that you have been registered for the event, you should contact Croyde Bay Holiday Resort on 01271 890890 to reserve accommodation. Payment will be required by Croyde Bay at the time of booking

## Important

For a large print version of this registration form please email [thereforyou@unison.co.uk](mailto:thereforyou@unison.co.uk)

Extra copies of this form are available to download [unison.org.uk/thereforyou](http://unison.org.uk/thereforyou)

Please return the completed form to :  
There for you – UNISON Welfare  
UNISON Centre  
130 Euston Road  
London NW1 2AY

Please ensure the correct remittance is enclosed to include additional costs for partners, children and travel. A reminder – the closing date is 3 September 2018.

What you said at our previous events...

“It’s such a great event!!  
Every year I leave on a high.”

“I rate it highly and the opportunity  
to network and learn from others  
was very useful”

“This was the first time I’ve  
attended and hope to come again.  
I found it so useful talking to other  
branch welfare officers.”

“Excellent programme – thank you”