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**International Seminar 2019 Registration Form (Branches)**

**University of Warwick Conference Centre**

**The Slate, Warwick Conferences, University of Warwick,**

**Scarman Road, Coventry, CV4 7SH**

Friday 15 March 5.00 pm – Sunday 17 March 12.00pm

Normally, one delegate per branch who would normally be the Branch International Relations Officer (BIRO) or someone who may be interested in taking on this role would attend the seminar. If the branch wishes to send a black or young member also, we will consider the request. Please contact Luke Ruby at [L.Ruby@unison.co.uk](mailto:L.Ruby@unison.co.uk) to discuss.

Either post this form (and the cheque for payment, if applicable) to: Luke Ruby, UNISON Centre, 130 Euston Road, London NW1 2AY, or alternatively, email it to L.Ruby@unison.co.uk, **by Friday 1 March 2019.**

**Payment**

The registration fee per delegate is **£250**. This covers two nights’ accommodation, meals and seminar materials. Please choose **one** of the following payment methods:

1. Enclose a cheque (made payable to UNISON)with your completed registration form and send it to the address above.
2. Make a BACS transfer with the following details: sort code: 60-83-01; account number: 33015774; transaction reference: Seminar (please check spelling) If you decide to pay via this method this method, please tick this box: □

**Delegate details (CAPITAL LETTERS, please)**

|  |  |
| --- | --- |
| **Delegate name** |  |
| **Branch name and number** |  |
| **Delegate position in branch** |  |
| **State region your branch is in** |  |
| **Delegate contact number** |  |
| **Delegate email address\*\*** |  |
| **Approved by branch secretary** | *Branch secretary’s name (print) and signature here* |

***\*\*****Confirmation of registration will be emailed to delegate ASAP; please wait until you have received this confirmation before booking travel. Forms without payment will not be accepted. Once the maximum numbers of places have been allocated, registration will close even if before closing date.*

**Delegate accommodation and meals**

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| --- |
| **The registration fee covers the following accommodation and meals**   * 2 x B&B (Fri/Sat) * 2 x evening meals (Fri/Sat) * 2 x lunches (Sat/Sun) * Refreshments Fri evening, Sat am/pm and Sunday am, plus packed lunch on Sunday |

**Accompanying family (if applicable – shared accommodation)**

|  |  |  |
| --- | --- | --- |
| **Partner’s name** | Extra cost per night:  £20 (B&B only)\*\* | **Yes/No** |
| **Dinner Friday with delegates** | Extra cost £40.00\*\* | **Yes/No** |
| **Children over 12 years – name and age**  **Dinner Friday with delegates** | Extra cost per night per child: £20 (B&B only)\*\*  Extra cost £40.00\*\* | **Yes/No**  **Yes/No** |
| **Children under 12 years – name and age** | Free | **Yes/No** |
| **If you require child care assistance, please contact:** [**L.Ruby@unison.co.uk**](mailto:L.Ruby@unison.co.uk)**.** | | |

*\*\*to be paid by the delegate to the hotel on arrival*

**Transport**

Branches must cover travel costs. The Warwick Conference Centre and accommodation is located on the site of Warwick University, which is a short (15 minutes) shuttle bus journey from Coventry train station.

**Special requirements**

Please state any special requirements (including dietary, access, Braille/large print, loop, any religious requirements and any other reasonable adjustments):

Is a facilitator accompanying? (YES/NO – please state name if yes):