

**UNISON Safe Staffing Forum,**

**3rd March 2020, University of Warwick**

## Please complete ONE form per delegate and ensure the details are clear Deadline: Friday, 31st January 2020

I wish to nominate the following member to attend the seminar

***This section to be completed by the branch***

|  |  |
| --- | --- |
| **Name** |  |
| **UNISON Membership Number** |  |
| **Branch Name** |  |
| **Branch Code** |  |
| **Branch Secretary’s Name** |  |
| **UNISON Region** |  |

***This section to be completed by the steward***

|  |  |
| --- | --- |
| **Mobile Number** |  |
| **Email Address** |  |
| **Work area, e.g. Health, Local Government** |  |
| **Have you completed the foundation course for new stewards?** |  |
| **Emergency contact name and number** |  |

**DIETARY REQUIREMENTS**

Vegetarian □ Vegan □ Other (please specify)

## ACCESS REQUIREMENTS

Please indicate if any of the following facilities are required:

* Braille □ Lip Speaker □ Speech to text
* Wheelchair access/space □ Large Print □ Space for facilitator
* Other (please specify

|  |  |  |
| --- | --- | --- |
| **REGISTRATION FEE**  please complete the following details and enter payment total | **Fee** | **Payment total** |
| If you require, bed and breakfast for the night before the event on Monday, March 2nd 2020 please tick the box in the next column. The extra night must be agreed and paid for by the Branch. | £90 |  |
| **Total Due:** | |  |
| I confirm that payment has been made by bank transfer to:  **Account No: 33015774 (UNISON General Fund) Sort Code: 60-83-01**  **Payment reference: Safe Staffing Forum**  **OR**  **by cheque payable to UNISON** | * Tick box to confirm * Tick box to confirm | |

## Please return your completed form by FRIDAY, 31 JANUARY 2020 - either by post to: UNISON Health Group, c/o Richie Lewis, UNISON Centre, 130 Euston Road, London, NW1 2AY OR: complete this word document and email it to: [r.lewis3@unison.co.uk](mailto:r.lewis3@unison.co.uk)

**Cancellation Policy**

We will try to identify someone to fill a cancelled place but if this is not possible, there will be no refund for any places cancelled after Monday 3rd February 2020, due to the venue’s cancellation terms and conditions. Branches can send a substitute delegate at any time. All substitutions and cancellations must be notified using the contact details below.

**For further assistance**, please contact the seminar organisers: Richie Lewis 0207 121 5532 [r.lewis3@unison.co.uk](mailto:r.lewis3@unison.co.uk)

Stuart Tuckwood: 0207 121 5374 [s.tuckwood@unison.co.uk](mailto:s.tuckwood@unison.co.uk)