

BOOKING NOTES to Accompany the Booking Form

The Meeting starts after lunch on Monday 10 August and lasts until 1400 on Thursday 13 August. For residential delegates, the Meeting fee includes Accommodation, breakfast, refreshments, lunch (on Tuesday, Wednesday and Thursday) and dinner on Monday, Tuesday and Wednesday. Refreshments and lunches are included for Day Delegates as specified above. Day delegates can attend dinner for a fee.

The PDF Booking Form can either be printed and filled in by hand (in **BLOCK CAPITALS** please), or you can type in your requirements and save the completed version with Lastname and first name as the filename. This or a scan of a hand-filled form may be e-mailed to bookings@u3asciencenetwork.uk - OR sent by post to the address on the Booking form.

Please complete a **SEPARATE** form for each member attending the meeting; couples only need to enter the room booking information on one form.

Personal details: please use **BLOCK CAPITALS** and include the name by which you wish to be called as this will appear on your label.

Special dietary requirements: Vegetarian, Vegan and Gluten free are specified. If you cannot eat meat or fish cooked in a specific way, please select the Vegetarian option. Those with special dietary requirements will receive a card at Registration stating the choice they have made on the booking form.

Mobility and other health issues: please note that any issues you raise will be recorded and Aston staff made aware of them.

If you are a wheelchair user, have difficulties with mobility (eg getting into a bath), have hearing or sight impairments or anything else for which you require assistance, you will be contacted individually.

Travel: please indicate whether you plan to travel by train or by car by ticking the appropriate box.

Visits: the cost of the Visits has been included in the Meeting fee and 45 places are available for each visit. These will be allocated on a first-come first-served basis.

Please tick both your first choice of visit and the Alternative acceptable box if you are happy to go on the other visit if your choice is no longer available when you book. **No** refunds will be made if **No Visit** is selected.

Accommodation

The Aston Conference Hotel has single and double hotel rooms with en-suite facilities available. Double rooms contain a bath with shower over, single rooms a shower only. The rooms are subject to availability, booked on a first-come-first-served basis and allocated by Conference Aston staff according to any requirements you have specified on your booking form. There is a lift in the hotel.

Travel: Aston University is a 10-15 minute walk from Birmingham New Street, Snow Hill and Moor Street Stations or a short taxi ride

Parking at Aston University. This has to be booked in advance in car park 12 on site www.conferenceaston.co.uk/carparking Car parking is a flat rate of £7.95 for 24 hours. We suggest those travelling by car see if there are delegates with whom they could car share. Further details will be sent immediately after the closing date for bookings.

Blue Badge Parking: There are a few spaces available and these need to be booked in advance. Please contact the Booking officer on the Organising Team - bookings@u3asciencenetwork.uk

Day Delegates

The Non-residential delegate fee includes lunches but excludes dinners. If required, dinner can be ordered for an additional fee.

Payment by cheque

Cheques are to be made payable to 'The Third Age Trust' as shown on the Booking form.

Refund Policy

We regret that we cannot make any refunds for cancellation (or non-attendance) within eight weeks of the Science Network Meeting's starting date. If there is a waiting list for the Meeting we may have someone to take your place and in that situation a refund will be given.

2 February 2020 **We strongly recommend that you consider taking out holiday insurance**