

## **Autscape Registration (2017)**

**King's Park Conference Centre, Northampton 8<sup>th</sup> – 11<sup>th</sup> August 2017.**

Please print this document, fill it in and send it to  
The Autscape Organisation  
c/o Debbie Finucane  
9 Daisy Lane  
Downham Market  
PE38 9ES  
UK

Or email it (or answer the questions in an email) to [registrar@autscape.org](mailto:registrar@autscape.org).

**Please fill in this form to book to attend Autscape on a non residential basis (you arrange your own accommodation).**

There is a small conference hotel seven to ten minutes walk from the venue in the adjacent University grounds. It is called the Sunley Centre. When we last checked using booking.com on Friday 16<sup>th</sup> of June it had a small number of rooms available for Autscape's dates. Some Autscape participants are staying here.

The Poplars Hotel in Moulton (NN3 7RZ) and the Travelodge Northampton Round Spinney Road (NN3 8RN) are under ten minutes drive from the venue (NN3 6LL). The Sunley Centre is a mile away by road; however a shorter walk exists through the University grounds.

### **1. Options**

**A. The non residential fee includes all meals (except breakfast) and all the programme. The day is over at around 10pm each evening.**

<b>Non-residential (all days)</b>	<b>Price</b>	<b>How Many People</b>
Adult Fee	£115	
Carer/PA	£114	
Teenager (ages 13-16)	£90	
Child (ages 4-12)	£60	
Infant (ages 0-3)	£54	

**B. This lower non residential daytime only fee is for people who wish to leave before the start of the evening meal. You miss both the evening meal and the evening programme and must be off site before 18:15 each evening.**

<b>Non-residential (all days)</b>	<b>Price</b>	<b>How Many People</b>
Adult Fee	£100	
Carer/PA	£85	
Teenager (ages 13-16)	£75	
Child (ages 4-12)	£45	
Infant (ages 0-3)	£42	

## **2. Places**

We have very few places left. If we are out of places when we receive this form we can add you to our waiting list?

What is the last date it would be practical for you to take up an offer of a place?

Some people need time to arrange transport/childcare/payment/etc. If you are able to make last minute arrangements and pay quickly right up to the start of Autscope please indicate this here.

## **3. Payment method**

If you are offered a place, how will you make payment? Cheque / Bank Transfer / PayPal

For late bookings we prefer PayPal.

## **4-8 People on booking**

4. Name(s) of people on booking:

5. Postcode:

6. House name/ number:

7. Email address:

8. Alternative contact information (Email or number to text): In case we have any difficulties contacting you. Filling this in helps us contact you if you don't respond to our emails or requests for payment. We will only hold places for ten days while we await payment before re-offering them.

## **9. Dietary**

Please list any dietary requirements you may have.

## **10. Mobility**

Do you have any accessibility or mobility needs we or the venue need to know about? If you do, do you need parking close to the venue's door? How close?

## **11. Transport**

Autscape will arrange transport to/from the Northampton railway station, for an additional fee. Please tick if you would like to book the transport:

- ☐ £7.80 Transport to the venue on Tuesday 8<sup>th</sup> August and back again on Friday 11<sup>th</sup> August
- ☐ £4.80 Transport on Friday 11<sup>th</sup> August only

## **12. Early Arrival**

Non-residential people can arrive earlier on the first day so they can check in at their off-site accommodation *and* register at Autscape. Please tick if you would like either of these options:

- ☐ Arrive from 1:30pm (registration usually starts around 2:30pm).
- ☐ Arrive from 11:00am to midday, there is an extra £8.70 charge to cover what the venue charges us. This includes lunch which starts at 12:30 the first day. As food is served to the table it is important you are on time for the meal.

## **13. Breakfast**

Are you adding breakfast to your booking (£8.70 per breakfast)? ☐

Breakfast is served from 8:30am to 9am, consists of hot and cold options, and is self-service.

## **14. Notes**

*Please return pages 1 – 3; you can keep the next page.*

## Address

The address to send the information to is  
The Autscope Organisation  
c/o Debbie Finucane  
9 Daisy Lane,  
Downham Market,  
PE38 9ES,  
UK

## Child ages

**To avail of the reduced fees for infants, children and teenager the person's age must match the ages given on the first day of the conference.**

## Information for people sending outside the United Kingdom

If you are sending this form from outside the UK, please email [registrar@autscope.org](mailto:registrar@autscope.org) a copy of the information first if possible. This is to stop you being at a disadvantage due to the extra time it takes for international post to arrive.

## Information for people who prefer to use email

Preferred: Please print and scan the form and send it to [registrar@autscope.org](mailto:registrar@autscope.org). If you don't have a scanner, take photos of the form (eg with your mobile) and email the photos to the above address.

If you can't do the above then please put all the information asked for on this form into an email and send it to [registrar@autscope.org](mailto:registrar@autscope.org).

## Information about Email addresses

The Autscope volunteers come from different parts of the country (and one from a different country). We are not in the same office. If you email the incorrect address there will be a delay before the correct person sees and replies to your email.

Anything to do with booking, registration, the venue, the fees and cancellations:  
[registrar@autscope.org](mailto:registrar@autscope.org) (Debbie)

Anything to do with payment. This includes but is not limited to cheques, bank details, reference numbers, payments and refunds: [treasurer@autscope.org](mailto:treasurer@autscope.org) (The bookkeeping team – Jeremy and Peter)

If you have sent payment and not received an acknowledgement email [treasurer@autscope.org](mailto:treasurer@autscope.org).

Anything programme related – for example offering to do something for the programme or asking about it: [programme@autscope.org](mailto:programme@autscope.org) (Martijn)

If you can't decide which address is most appropriate please use [registrar@autscope.org](mailto:registrar@autscope.org)

## **Waiting List**

Remaining places are allocated on a first come first served basis. If we have a cancellation we will offer the place to whoever is top of the waiting list.

## **Cancellation Fee**

See: <http://www.autscape.org/2017/registration/cancellationpolicy>