

PREREG - Autscope Non residential one or two days Registration Form

Autscope is in King's Park, Northampton from the 8th to the 11th August 2017. Advance Booking is mandatory.

This form is for people coming to Autscope for one or two days. If you wish to come for more than two days please return to our booking page and choose the other form.

We have suggestions for nearby accommodation, including the Sunley Centre which is within walking distance of the venue at <http://www.autscope.org/registration/offsite>

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

Or put your answers on a piece of paper and send to the above address.

Booking Details

Name(s) of people on booking:

Postcode:

House name/ number:

Email address:

Alternative contact information (Email or number to text): In case we have any difficulties contacting you.

Please list any dietary requirements you have.

Do you have any accessibility needs or mobility difficulties we need to know about:

Is there anything we or the venue staff need to be aware of?

Which days are you attending:

Tuesday: (Autscape starts mid afternoon)

Wednesday:

Thursday:

Friday: (Autscape finishes at the end of lunch)

There is an explanation of the different programme fees on the next page.

Adult

Days	Price	How many people
One day (full programme)	£60	
Two days (full programme)	£115	
One day (daytime programme)	£42	
Two days (daytime programme)	£78	
Taster day	£30	

Teenager (13 – 16)

Days	Price	How Many People
One day (full programme)	£45	
Two days (full programme)	£90	
One day (daytime programme)	£36	
Two days (daytime programme)	£66	
Taster day	£30	

Child (ages 4 – 12)

Days	Price	How Many People
One day (full programme)	£30	
Two days (full programme)	£60	
One day (daytime programme)	£27	
Two days (daytime programme)	£48	
Taster day	£24	

Infant (ages 0 – 3)

Days	Price	How many people
One day (full programme)	£27	
Two days (full programme)	£54	
One day (daytime programme)	£27	
Two days (daytime programme)	£48	
Taster day	£24	

The carer / PA prices are on the next page.

Carer

Days	Price	How many people
One day (full programme)	£42	
Two days (full programme)	£78	
One day (daytime programme)	£27	

Two days (daytime programme)	£48	
Taster day	£21.90	

Our carer fee is for carers and PAs who are coming to Autscope to support others and who are not interested in the programme itself. We ask if you are coming as a carer/PA and wish to attend the programme that you help us with the cost of the programme by choosing the adult fee.

Programme Fees:

Full Programme: This fee includes both the day and evening programme. It includes a mid morning coffee break, lunch, an afternoon coffee break and dinner. The day finishes around 10pm.

Daytime programme: This fee covers just the day part of the programme. It covers the more formal part of the programme but misses out on the discussions and evening events. It includes lunch, morning coffee break and the afternoon coffee break. You must be off site before the start of the evening meal. It finishes around 6pm.

Taster: This is a special fee for people who have never attended before and wish to try out Autscope. It includes up to four hours on site, one coffee break and lunch. Arrive no earlier than the start of the morning coffee break and leave before the end of the afternoon coffee break.

Breakfast

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

Breakfast is served from 8:30am to 9am and includes cold and hot items. This option is not available to taster day bookings.

Payment

Please indicate how you are paying:

Cheque / Bank Transfer / PayPal

1. Cheque: Please make the cheque payable to “**The Autscope Organisation**”. On the back of the cheque(s) include your postcode and house number. We bank cheques once a week on Tuesdays.

2. Bank Transfer and PayPal

When we receive this form you will be emailed the payment details. We will hold your place for ten days after we have sent the email while we await payment. If it happens you don't hear from us in good time, please email registrar@autscope.org.

See the next page for where to send this form. You may keep that page for information.

Please return pages 1 – 3; you can keep this 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

Information for people sending in a prereg from outside of the United Kingdom

If you are sending this prereg form from outside the UK, please email registrar@autscope.org a copy of the letter first if you can do so (see below for suggestions on how to do this) This is to stop you being at a disadvantage due to the extra time it takes for international post to arrive. If you are paying by bank transfer we will send you the details after we receive your completed email.

Information for people who prefer to use email

Preferred: Please print and scan the form and send it to 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.

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. We appreciate it can be irritating to send more than one email however we need you to do that.

Anything to do with booking, registration, the venue, the fees and this prereg system:
registrar@autscope.org (Debbie)

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

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

If you can't decide which address is most appropriate please use registrar@autscope.org

Cancellation Fee

It is best to email as soon as you know you need to cancel. This maximises the chance we have of finding someone else to take your place thus helping us refund you. There is a cancellation fee of £20 for cancellations received before the start of May. In May the cancellation fee increases to £75. No refund is allowed after the end of May.

<http://www.autscope.org/2017/registration/cancellationpolicy>

