

## ***Autscape Registration (2017) Waiting List.***

***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 put your answers on a piece of paper and send to the above address. Instructions for anyone who prefers to use email are on the last page of this form.

**Please fill in this form to be added to the waiting list for Autscape places. As places become available we will fill them.** If you select option C you will be considered for all places and the place you are allocated is the first place your name appears against. We will assign cancelled places as they become available. We will draw for the left over places after the presenters are accommodated on the 16<sup>th</sup> of June.

**This form is divided into four sections.**

### ***Section 1. Booking Choice – please select which option you are booking – 3 questions***

#### **1. Please select one option from A, B or C.**

***Option A) If you want to be in the waiting list for a residential place, pick one option below. All rooms are twin rooms (sleeps two people).***

<b>Twin room</b>	<b>Price</b>	<b>How Many People</b>
Adult Standard Fee	£240	
Adult Lower Fee	£198	
Adult Higher Fee	£270	
Carer/PA	£204	
Teenager (ages 13-16)	£168	
Child (ages 4-12)	£120	
Infant (ages 0-3)	£66	

The venue can put a folding bed down in a twin room to create a triple room. If there are three in your party and you would like this please indicate it here:

A few of the twin rooms are a bit smaller than the others. These would only be allocated to people who already know each other. If this applies to you and you really don't want to be in such a room please indicate this here.

All the bedrooms are ensuite and all have a kettle.

If you wish to share with a specific person please be sure to mention it. If two people are on this booking we assume they want to share a room together unless we are told otherwise.

**Option B) If you want to be in the waiting list for a non-residential place, pick one option below**

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

Non residential fees include all meals except breakfast (which can be added on for an extra fee).

There is a small hotel close to the venue called the Sunley Conference Hotel. This is seven to ten minutes walk from the hotel door to the venue door through the University's grounds. It is about a mile away by road.

**Option C) If you want a place, but you don't mind if it is residential or off-site. Effectively you will be in both queues, but you must take the first place that you are offered. You will be charged the rate for the place you are actually offered.**

Any place	How Many People
Adult Standard Fee	
Adult Lower Fee	
Adult Higher Fee	
Carer/PA	
Teenager (ages 13-16)	
Child (ages 4-12)	
Infant (ages 0-3)	

**2. 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, leave this answer blank.

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

### **Notes on Fees**

The standard adult fees covers accommodation and your contribution towards the programme and the cost of running The Autscope Organisation. This is the fee most people pay.

The Lower fee contributes very little towards these costs. It is for people who cannot afford the Standard fee. If someone else is paying your fee and they could afford the standard fee please arrange to pay that.

The Higher fee is for people who wish to subsidise the Lower fee.

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 one of the adult fees.

Teenage, Child and Infant fees apply to the age the child is on the first day of Autscope.

## **Section two – nine questions**

1. Name(s) of people on booking:

2. Postcode:

3. House name/ number:

4. Email address:

5. 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.

6. Please list any dietary requirements you may have.

7. Do you have any accessibility or mobility needs we or the venue need to know about

### **8. 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

### **9. Trampolines**

If you plan to arrive early to take part in the trampolining activity please tell us which option you are booking for and the appropriate fee will be added to your booking. There isn't space to list the options here. You will find them at: <http://www.autscape.org/2017/registration/earlyarrival>

☐ 1b

☐ 2

☐ 3

☐ 4

Fee £\_\_\_\_\_

### **Section 3 – Non-residential**

**– Fill this out if you choose booking option B or C.**

1. 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.

#### **2. Early arrival not for Trampolines**

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

☐ Arrive from 1:30pm (registration usually starts at 3pm).

☐ Arrive from 11:30am – there is an extra £8.70 charge. 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.

3. If you have mobility difficulties and need parking very close to the venue door, please let us know.

### **Section 4 – Residential**

**– Fill this out if you choose booking option A or C**

If you need us to match you with a room-mate we will be in contact later on to receive your preferences.

All bedrooms are en-suite and have a bath with shower overhead. All bedrooms have a kettle.

1) All of the adapted bedrooms have been allocated. If you need an adapted bedroom to attend Autscope please do state this and we will let you know if one becomes available due to a cancellation.

2) Most of the bedrooms are either on the ground floor or are served by a lift. Would it cause you difficulties if your bedroom was not one of these?

Yes / No / I could manage but I'd prefer ground floor room or lift

3) Some bedrooms are closer to the conference area than others. Do you need your bedroom to be particularly close to the conference facilities? If you do please give us some information as a number of people have this need and we need to be able to figure out who needs the closest rooms.

4) We expect to have two dining rooms for meals. The large main one and a small quiet dining room. The venue prefer people do not eat meals in their bedroom. If this is something you are likely to need to do please mention it here.

5) Do you have any bedroom placement needs (not covered above):

Please return pages 1 – 4; 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 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. 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](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

For up to date information about the state of the waiting list see:  
<http://www.autscope.org/2017/registration/waitinglist> or email [registrar@autscope.org](mailto:registrar@autscope.org) if your question is not answered there.

## 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 which in turn contributes to any refund we can give to you. See the cancellation policy for more details. There is a cancellation fee of £75. No refund is due after the end of May. <http://www.autscope.org/2017/registration/cancellationpolicy>