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**FSA NATIONAL CONFERENCE AND AGM 2015**

 **“Forest School : Play and Principles”**

**6pm Friday 23rd October to 2.30pm Sunday 25th October 2015**

**Condover Hall, Shrewsbury, Shropshire, SY5 7AU**

**CONFERENCE & ACCOMODATION BOOKING FORM**

Thank you for booking for the 2015 FSA Conference – it will be a wonderful event and we are delighted to receive your booking. You can use this form to book for one or more delegates. However this will be treated as one booking so any invoice will be for the total and any correspondence will be with the key named person. Please refer to the additional information for our terms and conditions will apply to all those listed on this application. **If you need to pay separately please fill in separate booking forms.** It is essential that you complete a contact telephone number and email address for correspondence and updates

Please complete all parts to this form:

1. Contact details of you and any other delegates booking at the same time on this booking form.
2. Conference including accommodation and food. Please indicate clearly the requirements for you and any other delegates.

Please read the additional information detailing the accommodation available and make your reservation accordingly (Accommodation is first come first served basis). If you want to arrange your own accommodation in local B&B`s, Guest Houses and Hotels please indicate that you are booking for the Conference only.

1. Payment. Please check the total due is correct and indicate your method of payment. Note that if you are booking after 1st August 2015 you will need to pay in full at the time of submitting your form.
2. Please complete the Saturday Workshop booking form

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| **1. Contact Details for Delegate 1**Your full name: |
| Your full address and post code (including Company Name if appropriate): Post Code: |
| Your phone No: | Your Mobile No: |
| Your email address:(Please note – all correspondence will be by email – please give an email address you regularly access – thank you) |
| Your Dietary and/or other special requirements: |

**Additional delegates:** Please complete if you are including and paying for, other delegates in this booking

|  |  |  |
| --- | --- | --- |
|  | **Full name** | **Dietary and/ or other special requirements** |
| Delegate 2: |  |  |
| Delegate 3: |  |  |
| Delegate 4: |  |  |
| Delegate 5: |  |  |

**2. CONFERENCE**

If there is only one person booking put a ‘1’ in the relevant box. If more than one, please indicate requirements using the numbers allocated to the delegates in the booking form above (i.e. 1-5). Please note – shared accommodation at Condover Hall is on a first come, first served basis.

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| **Booking preference** | **FSA Member** | Delegate Number(s) (1-5) | **Non FSA Member** | Delegate Number(s) (1-5) | **Student OR Unwaged FSA Member****(Places Limited)** | Delegate Number(s) (1-5) | **Student OR Unwaged Non FSA Member****(Places Limited)** | Delegate Number(s) (1-5) |
| Conference with **accommodation in Condover Hall** dorm (Fri+Sat) all meals provided | **£175** |  | **£215** |  | **£145** |  | **£185** |  |
| Conference with **accommodation in Condover Hall** twin teacher room (Fri+Sat) all meals provided | **£190** |  | **£230** |  |  |  |  |  |
| **Non-residential** conference (Fri+Sat+Sun) all meals provided | **£150** |  | **£170** |  | **£105** |  | **£120** |  |
| Saturday **conference only** with lunch, supper and evening entertainment | **£100** |  | **£130** |  | **£85** |  | **£115** |  |
| Sunday **conference only** with breakfast and lunch | **£50** |  | **£60** |  | **£40** |  | **£45** |  |
| **TOTALS** | **£** |  | **£** |  | **£** |  | **£** |  |

1. **PAYMENT**

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| **Payment: Please note, we do not have the facility to take card payments over the phone.** |
| **Payment Method: (Please tick)** | **√** |  |
| **By Cheque:** |  | **Please make cheque payable to: Forest School Association. Please write your name and address on the back of the cheque & reference FSA Conference 2015** |
| **By BACS:** |  | **Bank Name:** Cooperative Bank **Account Name:** Forest School Association **Bank Account No:** 65593138 **Sort Code:** 08-92-99 **To pay by BACS you MUST reference your payment. Please use first name initial/.surname/CONF (e.g J.BLOGGS/CONF)** |
| **By Paypal:** |  | **The paypal button is on the FSA website 2015 conference page.**  |
| **By Invoice (payable within 28 days of invoice):** |  | **Please provide invoice name/address details (if not yourself):****NB if you are booking after 1st August 2015, the invoice must be settled in full within one week of receipt** |
| **Payment confirms acceptance of Terms & Conditions below.** | **Total Payment Amount:****£** |

**Booking Terms and Conditions**

1. **Categories for booking**
	1. FSA members are those who are signed up and listed on the FSA website at the time ***payment*** is made
	2. Non-members considering booking can become members at the same time and then pay the members rate
	3. Students are those in full time education or training at the time ***payment*** is made
	4. Delegates can pay the unwaged fee if at the time of ***payment*** they are retired or unemployed

1. **Booking with Payment in full before 1st August**
	1. Bookings will only be accepted on receipt of a completed booking form.
	2. Payment can be made at the time online by PayPal, BACS, or by posting your form with a cheque for the full amount.
	3. Once you have received confirmation that your booking has been received then your place is secured.
2. **Booking without payment before 1st August**
	1. Bookings will only be accepted on receipt of a completed booking form.
	2. Bookings can be submitted online or posted without payment and the FSA will produce an invoice
	3. Once you have received confirmation that your booking has been received then your place is secured subject to payment in full by BACS, PayPal, or by cheque before 1st August.
	4. If payment has not been received by 1st August the FSA reserve the right to reallocate your place but will inform you of this giving you the option to pay immediately
3. **Late Booking from 1st August**
	1. If there are still places available you can book at any time after 1st August up until one week before the Conference.
	2. Bookings will only be accepted on receipt of a completed booking form.
	3. Payment must be received in full at the time of booking or an invoice requested which must be paid within one week of receipt
	4. If payment has not been received within a week the FSA reserve the right to reallocate your place but will inform you of this giving you the option to pay immediately
4. **Cancellation**
	1. If you cancel your booking one month or less before the Conference (on or after 23rd September) you will not be entitled to any refund
	2. If you cancel between one month and two months before the Conference (between 1st and 22nd September) you will be entitled to a 50% refund
	3. If you cancel two months or more before the Conference (on or before 23rd August) you will be entitled to a full refund.

**6. Digital Consent**

6.1 I agree to photographs/video being taken of me and used for the purpose of FSA promotion in articles, website and social media.

**Please sign to confirm your booking and that you have read and accepted the terms and conditions.**

|  |  |
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| **Signature:** | **Date:** |

**Please return your form and payment to:**

**Forest School Association, C/O Institute for Outdoor Learning, Warwick Mill Business Centre,
Warwick Bridge, Carlisle CA4 8RR**

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**Workshop Booking Form**

Workshop booking deadline – 30th September 2015. You will have the opportunity to attend one 2 hour workshop on Saturday afternoon

Workshop Descriptions are on the FSA website, some Workshops are now fully booked, please see [here](http://www.forestschoolassociation.org/national-forest-school-conference-2015/) for further information.

To avoid “workshop booking crush” on Saturday morning; please use the form below to indicate your top three choices.

Workshops will be allocated on a first come, first served basis. Whilst we will endeavour to meet your request it may not be possible due to high demand. If none of your choices are available, you will be allocated to the workshop that most closely matches your choices below.

You will be notified your allocation by email

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Workshops** |
| 1st choice | 3rd choice |
| 2nd choice |  |