



ACWW European Conference 2020

Registration Form

Conference Information

European Conference - 12 – 16 October 2020

Theme: **Diversity is our Strength**

The conference will be hosted by the Scottish Women's Institutes (SWI) and held in the award-winning Golden Jubilee Conference Hotel, on the banks of the River Clyde, Glasgow

Draft Programme (*subject to change*)

Monday, 12 th October	Meet & Greet at Hotel
Tuesday, 13 th October	Opening/Welcoming Ceremony Welcome Address Greetings from Members/Organisations. ACWW Area President ACWW World President Guest Speakers Committee Reports Open Evening
Wednesday, 14 th October	Guest Speakers ACWW Area Business Continued Workshops
Thursday, 15 th October	Excursion Day – Further information to follow 19.00 Gala Dinner at the Golden Jubilee

The Conference will be conducted in English.

PLEASE NOTE: *The SWI is not responsible in any way for Travel Insurance*

Delegates must make their own travel arrangements

All participants are advised of the importance of arranging comprehensive cover for personal accident, personal liability, medical expenses, baggage and cancellations charges.

FURTHER INFORMATION:

ACWW/SWI European Area Conference is not liable for any event beyond its control. These include unusual, unforeseeable or unavoidable events beyond our control, the consequences of which could not be avoided even if due care has been exercised, including but not limited to war, threat of war, riot, civil disobedience or strife, government action, terrorist activity, natural or industrial disaster, fire, adverse weather conditions, level of water in rivers or floods and closure of airports. This will include industrial dispute involving third parties, technical or maintenance problems or unforeseen operational decisions of air carriers, such as changes of schedule.



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HOW TO REGISTER

All fees (registration & accommodation) will be payable to SWI bank account. Please pay in one transaction, please complete one form per person:

On-Line Registration

Download the Registration form and fill in the Conference and Accommodation details as appropriate, from either www.acww.org.uk or <https://www.theswi.org.uk/> website, found under 'European Area Conference'

Please send the completed form to educ.int@theswi.org.uk

Pay for accommodation, 4 nights inclusive & Registration. If you would like to book for extra nights, please contact the hotel directly at +44 141 530 4072

Payments should be made by Bank Transfer or Bank Draft made payable to SWI (Scottish Women's Institutes) Please ensure that you use your full name as a reference:

SWIFT Details for Account: SWI (Scottish Women's Institutes)		BACS details (Ref: ACWW 2020)	
Bank Name	Royal Bank of Scotland (Edinburgh)	Bank Name	Royal Bank of Scotland
BIC	RBOS GB 2L	Sort Code	83-18-44
IBAN	GB72 RBOS8318 4400 1927 69	Account Number	00192769

Registration by Post

- Complete the Registration Form, sign and date it:
- Please send to:

E&I Events - ACWW
42 Heriot Row
Edinburgh
EH3 6ES

Please send the form along with payment confirmation to arrive no later than 1st April (Early Bird) or 31st May 2020.

Registration Fees and Accommodation

Please note that all prices quoted are in GBP (£)

- EARLY BIRD conference registration rate for a Twin Sharing is £460 per person to be paid before 1st April 2020. This includes, bed, breakfast, lunch and dinner and tea/coffee (morning and afternoon)
- From 1st April, 2020, the fee will rise to a Twin sharing £510 per person and the cut-off date is 31st May 2020. This includes, bed, breakfast, lunch and dinner and tea/coffee (morning and afternoon)
- The day delegate rate is £100. This includes lunch and morning and afternoon coffee/tea.



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Any problems, please contact Carrie at educ.int@theswi.org.uk

Part A	TO BE FULLY COMPLETED BY ALL DELEGATES		
Title: (Ms/Mrs/Dr/Other)		ACWW Membership No:	
Full Name:			
Name to have on Conference badge if different from the above: (Example Elizabeth/Beth/Liz)			
Full Address: (Number, Street name and Town/City)			
Postal/Zip Code:		Telephone Number:	
Mobile Number:		Email Address:	
Home Language			
<p>CONFERENCE FEES & ACCOMMODATION – Payable in full, non-refundable, but transferable. A fee of £20.00 will be requested if transferred into another name.</p>			
Early Bird	Registration Fee plus 4 nights' accommodation (to arrive by 1 st April, 2020) Twin Sharing £460 - Single rooms are fully booked		
Standard	Registration Fee plus 4 nights' accommodation (to arrive by 31 st May, 2020) Twin Sharing £510 – Single rooms are fully booked		
Day only	£100 per day with no accommodation.		
<p>PART B – DAY DELEGATES ONLY (this will be dependent on availability)</p>			
Day Delegate – I will attend on the following day(s) at £100 per day up to a maximum of two days, please indicate which day(s)			
Tuesday, 13 th October, 2020	Wednesday, 14 th October, 2020	Thursday, 15 th October, 2020	



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PART C	Registration and Accommodation		
Please book me the following accommodation:			
	Arrival Date	Departure Date	Totals
EARLY BIRD			
Single N/A			£
Twin Sharing			£
STANDARD			
Single N/A			£
Twin Sharing			£
Total Number of Nights			
	I will be sharing with:		
PART D	ARRIVAL PLACE, DATE, TIME AND FLIGHT NUMBER (if appropriate)		
PART E	PAYMENT MUST MADE BY BANK TRANSFER OR BANK DRAFT		
Registration Fee including 4 nights B&B:	Amount Paid	Date Paid	
Early Bird			
Standard			
Day Delegates			
Bank Charges Supplement 4%**			
Total Paid			
<i>Final Date for all Registrations is 31st May, 2020</i>			

**This does not apply to those paying in GBP



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I indemnify ACWW/SWI of any liabilities arising from personal injury or loss of personal property during my attendance at the conference.

Signed.....

Date Sent.....

You will receive confirmation from Scottish Women's Institutes (SWI) that you have been registered for the Conference.

- Please bring your confirmation to the on-site Registration Desk when you arrive at the Conference.
- Please advise us if you need a 'LETTER OF INVITATION' from us to support your Visa application, the SWI can forward this to you.