

Registration Procedure:

In order to successfully register for the Genie Networks Retreat 2014, the following steps will need to be followed:

Step 1 - Complete Your Forms!

- a) Fill in the registration form attached with this document. The form can be filled in electronically or via print out.
- b) Please remember to also complete the Medical Form, which is a NECESSARY component of Registration.
- c) If you are applying for a Scholarship, then please also complete the Scholarship form.

Step 2 - Submit Your Registration

- a) Once the delegate has completed the forms with their personal information, these can be submitted to Genie via email at information@genienetworks.org.uk
- b) You can also hand in your application form at our office.

PLEASE NOTE:

Applications must be received **no later than October 22nd 2013**.

As the spaces on the retreat are limited to only 40, we STRONGLY encourage that you submit your application as soon as possible.

Step 3 – Form Verification

- a) Once your registration form has been reviewed, you will be contacted with a unique reference number.

This reference number MUST be included when making payment for your attendance.

DO NOT MAKE PAYMENTS FOR YOUR REGISTRATION UNTIL YOU HAVE RECEIVED THE REFERENCE NUMBER.

Step 4 - Payment Procedure

- a) Once you have received your reference number from Genie, you will need to use this to make your payment.
- b) If you can make full payment immediately, fantastic. Otherwise, we request that you make a deposit of £60 on registration (£40 if you are applying for a scholarship) and pay the remaining balance **BEFORE** May 1st 2014.

Payment can be made using the following methods:

- 1. Bank transfer
- 2. PayPal (additional PayPal fee may apply)
- 3. Cheque/Money order in Pounds Sterling Payable to: _Genie Networks

Step 5 – Registration Confirmation

Once your payments has been verified, we will notify you with confirmation that your registration is complete.

FULL PAYMENT must be received no later than 1st May 2014

Payment and Cancellation Policy:

As registration on the retreat necessitates booking accommodation (costs that will go to the retreat centre), cancellation will result in the retention of your £60 deposit, which cover Genie's costs and the costs that will need to be paid by the retreat centre.

There will be no provisions for registrations on-site. Please ensure you provide ample time for your application to arrive before the deadline. All registration forms and payment must be received by 1st May 2014

Where payment plans are required, please email information@genienetworks.org.uk to discuss the options.

CONFERENCE REGISTRATION OPTIONS AND COSTS GUIDE

Registration Fees:

The costs of registration will be a flat fee of £300 for all.

This will include:

- a) Two nights' accommodation within the retreat centre (in rooms of two, three or four);
- b) All meals from Friday lunch-time to Sunday lunch-time (catering for specific diets available); and
- c) Unlimited tea and coffee and fresh water

The retreat will include social activities, tuition for beginners, intermediate, advanced learners. There will be specific sessions covering topics for interpreters e.g. signed vocabulary for mental health, sexual health etc. For those who require evidence for their portfolio, the weekend can be a valuable opportunity for NVQ/Interpreter evidence collection.

Full name	
Name to appear on badge	
Address (Street, City, Postal Code, Country)	
Telephone number	
Email address	
Date of Birth	
Gender identity	
Sexual orientation	
Ethnic/Racial background	
Do you have a disability?	
Do you have any specific dietary needs?	
Are you an existing member of Genie Networks	
Do you want to receive email updates from Genie Networks	
Do you wish to share a room with specific people? If so who	
Do you wish to share a room only with people of the same gender?	

***Thank you for registering to attend the Genie Retreat.
Each individual attending will need to complete a separate form.***

Costs:

Please fill in the following information

COMPULSARY	Registration Fee	£ 300
EXTRAS	Donations (Optional contributions towards sponsorship)	£
TOTAL		£

Please read and sign below:

By signing below I confirm that I have filled out this registration form correctly and that I will not hold the retreat organisers, venue, staff, or any parties associated with Genie Networks and/or the retreat venue liable for any damage or loss incurred to my property or my Person at any point during the retreat. I confirm that a handling fee may be applied at the discretion of retreat organisers if my application is incomplete and cannot be processed. I also affirm that I will respect and obey all health and safety guidelines and protocols outlined by retreat organisers and the venue.

Signature

Date