REGISTRATION DETAILS

The registration fee for the symposium is as follows:

**Early registration** (for payments received before 1st March 2017)
- Individual - £395.00

**Full registration** (for payments received from 1st March 2017)
- Individual - £450.00

Some delegates attending the symposium from outside Britain may need a visa to attend. Please see below for details on how to check whether a visa is needed.

**Registration of partner for evening events – 27th and 28th June**
Delegates who have registered to attend the symposium can bring a partner/guest to the evening events on the 27th and 28th. To do so, a place for each named person must be booked at £75.00 per head.

**How to register**
To register, all delegates must pay a registration fee and complete and return a registration form.

The registration fee includes access to all scientific sessions and provision of associated literature, lunch and refreshments on 27th-29th June, drinks reception, guided tour of the Founder's Building Picture Gallery and dinner on the evening of 27th and a BBQ on the evening of 28th.

Payment and registration can be done on-line, please click here to do so

Alternatively send a registration form, with completed payment details, by fax or post to the UFAW office. Alternatively delegates can telephone the UFAW office to make payment.

- **Address and contact details of office**
  Royal Holloway 2017
  Universities Federation for Animal Welfare
  The Old School, Brewhouse Hill, Wheathampstead, Herts AL4 8AN, UK
  Office: +44(0)1582 831818 (tel), +44(0) 831414 (fax)

**Confirmation of registration**
When registering on-line an email confirming receipt of payment will be issued immediately. In addition, a letter confirming registration and a receipt will be posted to the contact address given on the registration form within two weeks of making payment.
Terms and conditions
- Full payment of the fee must be received before a delegate can be registered, and before 1st March to qualify for the early rate.
- Only delegates that are registered can attend the scientific programme in the Windsor Building Conference Centre.
- Delegates are requested to not photograph or record the scientific programme. Speakers have been asked to make .pdfs of their talks available to delegates after the meeting.
- Evening events can only be attended by delegates or guest of delegates who have booked a place at these in advance and on presentation of proof of payment.
- Registration is for an individual, not an institution, and is not transferable, unless this has been agreed in advance with UFAW. Failure to comply may result in such individuals being denied entry to the meeting.
- In the event of circumstances arising beyond the charity’s control, UFAW reserves the right to cancel this symposium at its discretion without incurring any liability in respect of such cancellation, and to return to delegates any monies received. Delegates who cancel their bookings within 4 weeks of the start of the conference will not have their registration fee refunded. Prior to this, refunds will be discretionary and will be returned less any handling fee and costs incurred.
- UFAW cannot accept liability for personal accidents, nor for loss of, or damage to private property of delegates, either during or directly arising from attendance at the symposium. Delegates should make their own arrangements with respect to health and travel insurance.

Visas and other entry requirements
Delegates attending the symposium from outside Britain are responsible for making sure they have the correct documentation to enter the country. Before you travel, please consult the UK Foreign Office website which gives advice on entering the UK, including whether you need a visa to visit the UK and how to apply for one: www.gov.uk/uk-border-control/overview. Please be aware that any passport or identity card must be valid for the duration of stay in the UK.

Confirmation of involvement in the UFAW symposium and other supporting documentation
Applications for visas and other travel documents may need to be supported with an official letter confirming that the symposium will take place on the dates declared and/or that you are a contributor. This can be provided by UFAW on request - please email Dr Stephen Wickens (wickens@ufaw.org.uk). Please note such letters in support of a visa will only be issued to persons who have submitted an abstract and been asked to present it – as a talk or poster – at the symposium and who have paid the registration fee to attend.