



Please read the terms and conditions very carefully. You will be asked to confirm that you understand and will adhere to the terms and conditions before completion of your registration. We recommend retaining a copy of the terms and conditions for your reference.

Membership

You must be a BAUN Member during the dates of conference. You are responsible for checking your membership expiry date. If you need to check the status of your BAUN Membership, please do so by contacting BAUN@fitwise.co.uk

If you are not currently a BAUN Member you can apply for Membership once you have completed your application for a funded place. Please make a note of this link

<https://www.baun.co.uk/join-us/>

Funding Breakdown

Funding supplied by BAUN covers a full place at conference for 2 x full days of conference including catering.

Accommodation

If required, you will be provided with an email address and contact name to enable you to book accommodation at the Ibis Hotel, Albert Dock, Liverpool.

Please Note: When booking your accommodation you will need to confirm credit or debit card details. No payment will be taken from your card unless you charge any extras to your room i.e. room service. You are able to book 1 night's accommodation which is included as part of your bursary funded place and you can book this for **either Sunday 10th November or Monday 11th November**. Any additional night's accommodation can be booked for an extra £70.00, however it will be your responsibility to settle any additional charges or room nights and you must notify them at the time of emailing if an extra night will be required.

Travel

You must book your own travel but this will be reimbursed up to the value of £100 (including VAT). Copies of your receipts must be with Fitwise Management Ltd by Monday 2nd December 2019.

Funding does not apply to the Sunday workshops or a Gala Dinner ticket.

Confirmation of Funds Spent

Copies of receipts for purchases must be sent to Fitwise Management Ltd. These can be sent via email to events@fitwise.co.uk or posted to:

BAUN Annual Conference 2019
Fitwise Management Ltd
Blackburn House
Redhouse Road
Seafield
Bathgate
EH47 7AQ

All receipts must be with Fitwise Management Ltd by **Monday 2nd December 2019**.

If your application for a funded place is successful, you will be sent a link to download a travel expense claim form.

Confirmation of Attendance

You must have approved study leave from your manager prior to submitting your registration.

Attendance at BAUN 2019 Annual Awards Dinner

You must register and attend the BAUN 2019 Annual Awards Dinner at Liverpool Football Stadium. As part of the Medtech Guidelines which BAUN adheres to, we cannot offer an Annual Award Dinner Ticket as part of your funded place. Checks will be made to ensure you have purchased a ticket. Members will be charged at £45.00.

Non-Attendance at Conference

If you are selected for a funded place and if you do not attend conference an invoice will be sent to you for the full cost of the conference place applied for plus any associated costs attached to your attendance i.e. cost of hotel accommodation.

How will my application be processed?

Applications are being processed on a first come, first served basis. You will be notified by email within 48 hours if your application has been successful. Completion of the funding application document does not guarantee funding.

Confirmation of Attendance

You must have approved study leave from your manager prior to submitting your registration.

Early Bird rates have been extended up until the **23rd September 2019** to enable unsuccessful applicants time to register at the early bird rate. This was previously scheduled to finish on 9th September 2019.