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**Booking Form**

**Event:** **Annual Conference**

**Date:** **16 – 18 May 2025**

**Location:** **DoubleTree Hilton, Dunblane Hydro**

**Please complete the following and return by email or post to:**

**Email :** **Events@evh.org.uk**

**EVH, 5th Floor, 137 Sauchiehall Street, Glasgow G2 3EW**

|  |  |  |
| --- | --- | --- |
| **Contact Name:** |       |  |
| **Organisation:** |       |  |
| **Address & Postcode:** |       |  |
|  |       |  |
| **Email:** |       |  |
| **Purchase Order No:**  |       |  |

**Members: [ ]  Non- Members: [ ]**

Coach Transport (Please indicate if you will require transport to/from DoubleTree Hilton)

I wish to book coach transport from **Glasgow City Centre** to DoubleTree and return journey

 Yes No

 [ ]  [ ]

***A separate coach booking form will be sent to those organisations who have ticked Yes above.***

**Points to Note**

**The contact person making the booking will receive a confirmation email. On receipt of this form EVH will invoice your organisation the appropriate fee listed (VAT is only applicable to non-members).**

**Please detail anything you think may help us to ensure your time at the conference is as trouble-free as possible. The majority of rooms at the DoubleTree are accessible by lift. If you have any accessibility or mobility requirements, please call the Events team on 0141 352 7435.**

**The names of individual delegates should be written as you would like them to appear on the delegate list and name badges.**

**Room Prices:**

**Single - *£785 Member, £890 + VAT Non- Mem***

**Double/Twin *- £685 Member, £790+VAT Non-Mem (Cost is per delegate, based on 2 people sharing)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of Delegate*** | ***Room Type*** | ***Name of*** ***Sharing Delegate*****(if Double or Twin Selected)** | ***Wheelchair*** ***User?******(Y/N)*** | ***Other mobility*** |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |
|         | **Single** |       |        |        |        |
| **Double** |       |
| **Twin** |       |

**Rate Includes: All conference sessions over weekend, Lunch – Friday & Saturday, Bed & Breakfast – Friday & Saturday night, Drinks reception & Dinner - Friday & Saturday and all refreshment breaks.**

**PRIVACY NOTICE – ANNUAL CONFERENCE**

**IMPORTANT NOTICE – this document must be signed overleaf and returned with the booking form otherwise it cannot be processed.**

**Introduction**

This privacy notice is to explain to you the purpose for which we hold and use your personal data and explain your rights under the current data protection laws.

**Data Controller** (EVH Limited, 5th Floor, 137 Sauchiehall Street, Glasgow, G2 3EW). We are registered as a data controller with the Information Commissioner and our registered number is 184547.

**What information do we collect?**

EVH will collect information contained on the booking form. This includes:

* The contact name for the booking, the delegate name, the organisation name, the organisation or your personal address and contact details including email and phone number.
* Coach transport preference.
* Room booking preferences.
* Details of any accessibility/ mobility difficulties.
* Details of special dietary requirements.
* Photographs.

**Processing data**

EVH will process the information you have provided on the booking form in accordance with the following lawful basis:

Legitimate Interest

* Delegate names and organisation will appear on the delegate list and be distributed to all other delegates attending the conference, as well as being issued to our exhibitors and speakers.
* The delegate name and organisation will be noted on the Coach list which is distributed to the events team at the DoubleTree Hilton Hotel and the coach company.
* Delegate name and organisation will be displayed on a name badge provided to each delegate on arrival at the event.
* Sharing your name, organisation, mobility requirements and dietary requirements with the DoubleTree Hilton for the purpose of completing your booking.
* Your name and organisation will appear on the table plan which will be on display in the hotel prior to dinner each evening to allow delegates to identify their table more easily.
* Photographs will be taken throughout this event. Please inform the photographer at the event if you do not wish for your photograph to be taken. If you do not want your photograph used for the following purposes, please let the events team or the photographer know:
	+ Annual conference marketing
	+ EVH Annual review
	+ Social media for marketing purposes
	+ EVH future publications

The booking form data will be held in hard copy and duplicated in our electronic event database. The hard copy booking form will be confidentially destroyed no later than one month following the event. The electronic information will also be destroyed no later than one month following the event except for the delegate name, name of organisation and email address. This will be retained for one year following the event.

EVH will require all third parties to confidentially destroy all booking information no later than one month after the event.

**Access and Data Security**

In order to process your data in accordance with the grounds stated above, the following will have access to your data:

Internally

* EVH Staff

Third parties

* For the purposes of processing your booking and organising the event, the events team at DoubleTree Hilton.
* For the purposes of arranging transport the events team at the DoubleTree Hilton and coach company will be given the names of those wishing to travel by coach.
* Speakers, exhibitors and all delegates will be given a copy of the delegate list.

**Your rights**

As a data subject, you have a number of rights, as follows:

* To be informed of the data we hold on you.
* Access and obtain a copy of your data on request.
* Require EVH to change incorrect or incomplete data.
* Require EVH to delete or stop processing your data e.g., where the data is no longer necessary for the purposes; and object to the processing of your data where EVH does not require to process it.
* To data portability.
* To object to the data we hold on you.
* To be informed of automated decisions made in relation to you.

If you would like to exercise any of the above rights, please contact events@evh.org.uk

**Acknowledgement of receiving and reading this notice**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I have read and understood the contents of this notice. If I am making the booking on behalf of someone else, I have informed them of the information contained in this notice.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS & CONDITIONS – ANNUAL CONFERENCE**

**Please note that when you make a booking you are agreeing to be bound by these terms and conditions.**

1. **Commitment to Equality**

Everyone at any EVH event has equal rights to benefit from, contribute to and enjoy the event. This means, among other things that we should avoid language and behaviour which is unacceptable to other participants which may be seen as offensive, racist or sexist and so on. We trust that everyone will endorse these principles and those listed on the full code of conduct.

**2. Cancellations: Please read carefully.**

Cancellations will be accepted until **14 March 2025** and will be refunded less a 10% administration fee.  Any cancellations made from **15 March 2025** will incur the **full cost** of the booking.  Substitutions can be made at any time up until the day of the event, free of charge.  All cancellations or substitutions must be notified in writing by email.

***We will invoice your organisation for the relevant cancellation fees if we have not already received payment. By making a booking you are agreeing to be bound by these terms and conditions.***

**3.** **Joining Instructions**

Approximately one week before the event you will receive joining instructions electronically for the Conference and other relevant information.

**4.** **Disclaimer**

EVH accepts no liability for any personal injury or loss/damage to any items or belongings that may occur whilst attending any EVH event. These remain the responsibility of the delegate at all times.

The programme is correct at the time of going to print. In the event of one or more of the advertised speakers being unable to attend, for reasons beyond the control of the conference organisers, we reserve the right to make alterations or substitutions to the final programme as deemed fit. All timings are provisional and may be subject to change. Views expressed by speakers are their own and may not necessarily be the view of EVH.

1. **If you have a Complaint**

EVH constantly ensures its events are of a consistently high standard. We are always keen to get your comments through evaluation forms and in person and use them to improve the event where possible. If you have a query or complaint, please contact any member of EVH staff present at the event or write to us at our offices.