



'How to pay' guide

UKCRF Network Conference – 'Collaborating for success' 14th-15th July 2022

This document will support you in paying for attendance at the 2022 UKCRF Network Conference (Bournemouth) by invoice, plus any required hotel accommodation.

Conference ticket costs

	Cost*
Full conference rate , includes:	£290
2-day delegate rate	£220
Optional gala dinner on 14 th July	£70

**no VAT will be added to the cost of your ticket*

Delegate payment options

Paying by Invoice

- If you wish to pay by invoice, please send the below supplier details to your Finance Officer and request a purchase order ('PO') number and contact details for your Finance Department **before completing the online registration form.**
- Where possible, please include the first and last name of the relevant delegate(s) on the PO.
- Please give each member of staff who will be attending the Conference a copy of the PO number and the email contact details for their finance department so that this can be inputted into their registration form and their booking can be matched to the invoice raised.

NIHR Southampton Clinical Research Facility are managing the bookings for the Conference and gala dinner. Please include these supplier details in your PO request:

Account name: UNIVERSITY HOSPITAL SOUTHAMPTON NHS FOUNDATION TRUST

Branch: GOVERNMENT BNKG SERV BRANCH

Address: The Royal Bank of Scotland
Government Banking CST
2nd Floor
280 Bishopsgate



London, EC2M 4RB

Account number: 10003681
Sort code: 60-70-80
IBAN: GB91NWBK60708010003681
SWIFT: NWBKGB2L

Paying by credit card

- Please follow the instructions for credit card payment on the [Conference registration page](#).

Conference registration

- [Click here](#) to access the Conference registration form.
- Please note that every delegate will be required to complete a separate registration form (bulk registrations are not available). This helps to ensure each delegate enters their individual dietary and/or access needs and select their workshop session choices.
- Once delegates have completed the registration form a confirmation email will be sent to the email address supplied.
- If you do not receive the confirmation email please your IT department, as it may have been blocked.

Accommodation

- [Click here to access the hotel booking page](#), where you can browse nearby hotels and enjoy reduced room rates.
- A credit card number and expiry date are required to secure a hotel room only (no CVV number is required – your card will not be charged at this stage). Guests can pay the hotel directly on arrival / departure OR:
- Guests can request a Pro Forma invoice to be sent to the hotel around 6 weeks before check-in. This can be emailed to them, or a supplied Finance contact, to receive the invoice. The invoice can therefore be paid in advance by NHS Finance, removing any need for payment by credit card.
- Accommodation bookings can be made individually or as a group.

Any questions?



If you have any question relating to the registration form or online hotel bookings, please contact UKCRFNetworkConference2022@uhs.nhs.uk