

Step-by-Step Guide to Booking for Conference 2018

To book for the Charity Retail Conference & Exhibition 2018 [please click here](#) or visit:

<http://delegates.eventprouk.com/login.php?msg=Logged+Out&>

Booking Page

You will be taken to a page that will look like this:

EVENTPROUK

The Professional Conference & Events Service

« Main site | Homepage | Contact us |

On-line Event Registration

Login

Username

Password

Login »

Email: info@eventprouk.com
© Eventpro UK

Tel: 01509 610 452
Fax: 0845 299 1499

Enter the login details: Username: CHARITY Password: RETAIL

Please make sure to use uppercase letters when doing so

Click "Login" to take you to the Event Registration page for the Conference Overview Page.

Conference Overview Page

This page outlines the starting date of the Conference (25 June 2018), its duration and the venue, the East Midlands Conference Centre.

You will be able to download the Conference Brochure, our Cancellation and Refund Policy, and a map of the hotel and East Midlands Conference Centre by clicking on the PDF icon on the right hand side of the page.

Click "**Signup to Event »**" at the bottom of the page to place a booking.



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Event Registration

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Welcome to the Event Registration

Event Details	
Organisation:	Charity Retail Association
Event Name:	Charity Retail Conference and Exhibition 2018
Event Date:	25th Jun 2018 09:00
Event Length:	2 Days
Venue Address:	East Midlands Conference Centre University of Nottingham Nottingham Nottinghamshire NG7 2RJ

How To Download Attachments
To download attachments for this event simply right click on the logo underneath the word "Download" and left click on "save target as" (Internet Explorer) or "save link as" (Firefox) to save the file to your computer.

Event Attachments	
Conference Brochure	Download:
The Conference Brochure contains: Full programme, Workshop information, Exhibition and Sponsors information and Awards information	
Charity Retail Association Cancellation and Refund Policy	Download:
Please ensure that you have read this in full prior to signing up for the conference.	
DeVere Orchard Hotel and East Midlands Conference Centre Location Map	Download:
	

Please [click here](#) to download Adobe Acrobat Reader

[Signup to Event »](#)

Registering Delegate Details

From here you can enter the details for the delegate that will be attending. Your delegate type will always be "delegate" unless you have been previously informed to register as an alternative.

Once all these details are entered please click "**Proceed »**" at the bottom of the page to select your ticket.



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Event Registration

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Please enter your details below to signup to an event.

Event Details	
Event Name:	Charity Retail Conference and Exhibition 2018
Event Date:	25th Jun 2018 09:00
Venue Address:	East Midlands Conference Centre University of Nottingham Nottingham Nottinghamshire NG7 2RJ

* Required

Delegate Details	
Title *	Delegate Type *
<input type="text"/>	<input type="text" value="Delegate"/>
First Name *	Job Title *
<input type="text"/>	<input type="text"/>
Surname *	Organisation *
<input type="text"/>	<input type="text"/>
Address 1	Telephone Number
<input type="text"/>	<input type="text"/>
Address 2	Mobile Number
<input type="text"/>	<input type="text"/>
Address 3	Email Address *
<input type="text"/>	<input type="text"/>
Address 4	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Town *	The email address entered will be used for any future correspondence regarding this event. A confirmation email with your selected details will be emailed to this address.
<input type="text"/>	
County *	
<input type="text"/>	
Postcode *	
<input type="text"/>	
Country	
<input type="text" value="Please select..."/>	

[Proceed »](#)

Choosing Your Tickets

From here you can select the tickets you want to book. Use the scroll bar to scroll down and see more ticket options if yours is not appearing. Click **“Proceed »”** at the bottom of the page when you are finished to move to the next stage.

Tick the box next to the ticket you want to purchase.

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Please select your attendance options.

<input checked="" type="checkbox"/>	Member Residential Ticket, including Monday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (399 + VAT)	£478.80
<input type="checkbox"/>	Member Residential Ticket, including Monday night accommodation in JUBILEE CONFERENCE CENTRE and the awards dinner (415.00 + VAT)	£498.30
<input type="checkbox"/>	Member Residential Ticket, including Monday night accommodation in DEVERE ORCHARD HOTEL and the awards dinner (424.50 + VAT)	£509.40
<input type="checkbox"/>	Non-Member Residential Ticket, including Monday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (699 + VAT)	£838.80
<input type="checkbox"/>	Non-Member Residential Ticket, including Monday night accommodation in JUBILEE CONFERENCE CENTRE and the awards dinner (715.00 + VAT)	£858.00
<input type="checkbox"/>	Non-Member Residential Ticket, including Monday night accommodation in DEVERE ORCHARD HOTEL and the awards dinner (724.50 + VAT)	£869.40
<input type="checkbox"/>	Sunday night Bed & Breakfast, STUDENT HALLS OF RESIDENCE (49.50 + VAT)	£59.40
<input type="checkbox"/>	Sunday night Bed & Breakfast, DEVERE ORCHARD HOTEL (75.00 + VAT)	£90.00
<input type="checkbox"/>	Member non-residential Ticket, with entry to the awards dinner (351 + VAT)	£421.20
<input type="checkbox"/>	Non-Member non-residential Ticket, with entry to the awards dinner (651 + VAT)	£781.20
<input type="checkbox"/>	My requirements are not listed above. Please detail your requirements in additional notes	£0.00

The sub-total of all your selected tickets will appear here

Sub-total:

£478.80

Enter a promo code here if you have one

Promotion Code

Please enter a promotion code, if you have one.

If you do not have a promotion codes, please leave this box empty.

Proceed »

Selecting Your Focus Session and Exhibitor Surgery

From here you can select which Breakout Session the delegate wishes to attend.

Each time slot has a drop down box, click on the box to bring down a list of sessions and click on the one you wish to attend. If you are not able to see the session the delegate wants then it will already be fully booked.

* Required

Breakout Sessions

Please select which breakout sessions you wish to attend:

Focus Session A (Sessions not listed are now fully booked) - 25th Jun 2018, 11:30AM
Please choose an option

Focus Session B (Sessions not listed are now fully booked) - 25th Jun 2018, 1:30PM
Please choose an option

Focus Session C (Sessions not listed are now fully booked) - 25th Jun 2018, 3:15PM
Please choose an option

Focus Session D (Sessions not listed are now fully booked) - 26th Jun 2018, 9:30AM
Please choose an option

Exhibitor Surgeries 1 (sessions not listed are now fully booked) - 25th Jun 2018, 4:20PM
Please choose an option

Exhibitor Surgeries 2 (sessions not listed are now fully booked) - 25th Jun 2018, 4:40PM
Please choose an option

Click on the session time

* Required

Breakout Sessions

Please select which breakout sessions you wish to attend:

Focus Session A (Sessions not listed are now fully booked) - 25th Jun 2018, 11:30AM
Please choose an option

Focus Session B (Sessions not listed are now fully booked) - Jun 2018, 1:30PM
Please choose an option

Focus Session C (Sessions not listed are now fully booked) - Jun 2018, 3:15PM
Please choose an option

Focus Session D (Sessions not listed are now fully booked) - Jun 2018, 9:30AM
Please choose an option

Exhibitor Surgeries 1 (sessions not listed are now fully booked) - 25th Jun 2018, 4:20PM
Please choose an option

Exhibitor Surgeries 2 (sessions not listed are now fully booked) - 25th Jun 2018, 4:40PM
Please choose an option

Select the session you wish to attend

Please fill out the drop down menus as appropriate and click **“Proceed »”** at the bottom of the page to move to entering Billing Details.

If there is anything specific the delegate would like to see discussed during our facilitated round table discussions on Tuesday morning please select **“YES”** and make sure to enter them in **“Additional notes”** at the bottom of the page.

If the delegate would like a buddy for conference (someone to speak to in advance and meet up with on the day) select **‘Please find me a buddy.’**

If the delegate has been to several conferences before and would be happy to be a buddy to a new delegate please select **‘I am happy to be a buddy to a new attendee.’**

If the delegate doesn't wish to take part, select **“N/A”**.

This year there will be a table plan at the awards dinner. Please select who the delegate would like to sit with from the three choices.

If the delegate wish to attend our Sunday Symposium, please select yes.
NOTE: You will need to book additional accommodation for Sunday evening.

If the delegate has any food allergies, access needs or other additional needs we need to know about please enter them here.

Event questions

I confirm I have read and accepted the terms and conditions. I can also confirm I understand all course cancellation & refund policies.

Please select from the options below ▼

There will be a photographer at the event. Are you happy to be photographed?

Please select from the options below ▼

Do you have any topics you would like to see discussed in The Little Debate facilitated discussion on Tuesday morning

Please select from the options below ▼

We operate a buddy system to encourage networking. Please select an option that applies to your needs?

Please select from the options below ▼

Table Plan at Awards Dinner - Who would you like to sit with?

Please select from the options below ▼

Will you be attending the Sunday Symposium? Sunday 24 June 19:00 - 21:30 (please remember to book additional accommodation on Sunday night if needed)

Please select from the options below ▼

Additional Details

By signing up to the event you are agreeing to the cancellation policy.
Please confirm that all of the above details are correct as once submitted they cannot be changed.
If you require any changes to be made after you have confirmed your place, please contact Eventpro UK.
We would also strongly advise that you print this page of your records.

If you do not wish your contact details to appear in the delegate packs please select "No".

Yes
 No

Dietary Requirements

Access Requirements

Additional Notes

Proceed »

Reminder: Please make sure to add topics the delegate would like to see discussed in The Little Debate if the delegate selected **“YES”** above.

Billing details and how you want to pay

Fill out this page as appropriate and click **"Proceed »"** at the bottom of the page to move to

* Required

Billing Method:

Invoice ▼

Billing Details

Please enter the address and contact details that you wish the invoice to be sent to:

Same as Delegate Details?

Yes

Title *

First Name *

Surname *

Telephone Number *

Extension

Fax Number

Mobile Number

Email Address *

Address 1 *

Address 2

Town *

County *

Postcode *

Country

If the billing details are the same as the delegate, click here to autocomplete

This event costs £478.80 to attend.

The total rate you will be charged

Proceed »

Review and Confirm Your Booking

The final page will summarise all the details you have entered. If you need to go back and amend, please click on the tabs on the top row to jump straight to that page.

Event Registration

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Click on any one of these tabs to jump to the desired page.

Please confirm your details below.

Event Details	
Event Name:	Charity Retail Conference and Exhibition 2018
Event Date:	25th Jun 2018 09:00
Venue Address:	East Midlands Conference Centre University of Nottingham Nottingham Nottinghamshire NG7 2RJ
Organiser:	Marie Reynolds
Organiser Tel.:	01509 610452
Organiser Email:	marie@eventprouk.com

Your Details	
Name:	Mr Alex Angelakis
Address:	356 Holloway Road London London N7 6PA GB
Delegate Type:	Delegate
Job Title:	Events Officer
Organisation:	Charity Retail Association
Telephone Number:	02076 974077
Mobile Number:	
Email Address:	alex@charityretail.org.uk

Breakout Sessions	
Focus Session A (Sessions not listed are now fully booked): 25/06/2018 11:30	A2. Connecting Customers with the Cause
Focus Session B (Sessions not listed are now fully booked): 25/06/2018 13:30	B4. To Risk or not to Risk
Focus Session C (Sessions not listed are now fully booked): 25/06/2018 15:15	C4. Developing and Improving Good Safeguarding Practice
Focus Session D (Sessions not listed are now fully booked): 26/06/2018 09:30	D6. Buy a Bag Making Donations Go Further
Exhibitor Surgeries 1 (sessions not listed are now fully booked): 25/06/2018 16:20	3. Improving the Supporter Journey
Exhibitor Surgeries 2 (sessions not listed are now fully booked): 25/06/2018 16:40	3. Keeping Your Estate Compliant

Question answers	
I confirm I have read and accepted the terms and conditions. I can also confirm I understand all course cancellation & refund policies.	YES
There will be a photographer at the event. Are you happy to be photographed?	YES
Do you have any topics you would like to see discussed in The Little Debate facilitated discussion on Tuesday morning	YES - Please state in additional notes
We operate a buddy system to encourage networking. Please select an option that applies to your needs?	Please find me a buddy
Table Plan at Awards Dinner - Who would you like to sit with?	People from my organisation
Will you be attending the Sunday Symposium? Sunday 24 June 19:00 - 21:30 (please remember to book additional accommodation on Sunday night if needed)	NO

Selected Attendance Options	
Member Residential Ticket, including Monday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (399 + VAT) -	E478.80

Billing Details	
Billing Amount:	E478.80
Billing Method:	Invoice
Billing Name:	Mr Alex Angelakis
Billing Address:	356 Holloway Road London London N7 6PA GB
Telephone Number:	02076 974077
Extension:	
Fax Number:	02076
Mobile Number:	
Email Address:	alex@charityretail.org.uk

Additional Details	
Delegate List:	Yes
Dietary Requirements:	Vegetarian
Access Requirements:	
Additional Notes:	How to increase footfall

Please ensure that you check your details as above, are all correct for the Charity Retail Conference and Exhibition 2018, 25th - 26th June 2018

Final Details will be sent out approximately 2 weeks prior to the event to the email address submitted. If any of your details or requirements have now changed since you registered for the event please email: marie@eventprouk.com or call 01509 610 452 quoting ref: CHARITY RETAIL and we will happily assist you with any changes.
Terms and Conditions

By signing up to the event you are agreeing to the cancellation policy. Please confirm that all of the above details are correct as once submitted they cannot be changed. We would also strongly advise that you print this page of your records.

Please confirm that all of the above details are correct as once submitted they cannot be changed.

We would also strongly advise that you print this page for your records.

 [Print Page](#)



If you are happy with the details that have been entered, click here to confirm and book your place

Confirmation Page

Once you click confirm, you will be taken to the confirmation page, which should look like this:



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Confirmation

[Home](#) » [Details](#) » [Event Attendance Options](#) » [Options](#) » [Billing](#) » [Summary](#) » [Confirm](#)

Thank you.

You have successfully signed up to the event.

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DeVere Orchard Hotel and East Midlands Conference Centre Location Map	Download:
	

Please [click here](#) to download Adobe Acrobat Reader

Here you can download a copy of the Brochure, our Cancellation and Refund Policy and a venue map of the hotel and East Midlands Conference Centre.

You will also receive a confirmation email from Marie Reynolds titled "Eventpro UK Signup" confirming your booking and the details entered.

Still having problems...

If you have any problems with your booking, please ring Alex Angelakis, Events Officer (Maternity Cover), on 020 7697 4080 and we can take a booking over the phone for you.