

## Step-by-Step Guide to Booking for Conference 2019

To book for the Charity Retail Conference & Exhibition 2019 [please visit 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: CHARITY19 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 2019), 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 2019
Event Date:	25th Jun 2019 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

<b>Charity Retail Association Cancellation and Refund Policy</b>	Download:
Please ensure that you have read this in full prior to signing up for the conference.	
<b>DeVere Orchard Hotel and East Midlands Conference Centre Location Map</b>	Download:
	
<b>Step by Step Guide to booking for the conference</b>	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 2019
Event Date:	25th Jun 2019 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.

### Event Registration

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

Please select your attendance options.

<input type="checkbox"/>	Member Residential Ticket, including Tuesday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (399.00 + VAT)	£478.80
<input checked="" type="checkbox"/>	Member Residential Ticket, including Tuesday night accommodation in ORCHARD HOTEL and the awards dinner (425.50 + VAT)	£510.60
<input type="checkbox"/>	Member Residential Ticket, including Tuesday night accommodation in JUBILEE CONFERENCE CENTRE and the awards dinner (419.50 + VAT)	£503.40
<input type="checkbox"/>	Non-Member Residential Ticket, including Tuesday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (699.00+ VAT)	£838.80
<input type="checkbox"/>	Non-Member Residential Ticket, including Tuesday night accommodation in ORCHARD HOTEL and the awards dinner (725.50 + VAT)	£870.60
<input type="checkbox"/>	Non-Member Residential Ticket, including Tuesday night accommodation in JUBILEE CONFERENCE CENTRE and the awards dinner (719.50 + VAT)	£863.40
<input type="checkbox"/>	Monday night Bed & Breakfast, STUDENT HALLS OF RESIDENCE (51.00 + VAT)	£61.20
<input type="checkbox"/>	Monday night Bed & Breakfast, ORCHARD HOTEL (77.50 + VAT)	£93.00
<input type="checkbox"/>	Member non-residential Ticket, with entry to the awards dinner (351.00 + VAT)	£421.20
<input type="checkbox"/>	Non-Member non-residential Ticket, with entry to the awards dinner (651.00 + 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 you selected tickets will appear here.

Sub-total:	£510.60
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Proceed >>

## Selecting Your Focus Sessions and Exhibitor Surgery

From here you can select which focus sessions 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.

### Event Registration

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Please enter your details below to signup to an event.

\* Required

#### Breakout Sessions

Please select which breakout sessions you wish to attend:

Focus Session A (Sessions not listed are now fully booked) - 25th Jun 2019, 11:30AM

A9: AI in Retail

Focus Session B (Sessions not listed are now fully booked) - 25th Jun 2019, 12:30PM

N/A

Focus Session C (Sessions not listed are now fully booked) - 25th Jun 2019, 3:15PM

N/A

Exhibitor Surgery (Sessions not listed are now fully booked) - 25th Jun 2019, 4:20PM

N/A

Focus Session D (Sessions not listed are now fully booked) - 26th Jun 2019, 9:30AM

N/A

Click on the session time.

### Event Registration

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Please enter your details below to signup to an event.

\* Required

#### Breakout Sessions

Please select which breakout sessions you wish to attend:

Focus Session A (Sessions not listed are now fully booked) - 25th Jun 2019, 11:30AM

Please choose an option

Please choose an option

A1: Engaging 21st Century Volunteers

A2: The Visuals of Charity Retail

A3: Retail Trends (Past and Future)

A4: How to Open a New Store

A6: Council Waste Charges and Charity Retail

A7: Environmental Sustainability

A8: How to Make Shopping More Fun

A9: AI in Retail

N/A

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 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'**.

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 wishes to attend our Monday Meet-up, please select yes. NOTE: You will need to book additional accommodation for Monday evening.

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

If you have a purchase order number please enter it in the additional notes box or write PO to follow.

### 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 ▼

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 Monday Meet-up? Monday 24 June 19:00 - 21:30 (please remember to book additional accommodation on Monday night if needed)

Please select from the options below ▼

Are you happy to be kept in touch with Charity Retail Association information and related events?

Please select from the options below ▼

Do you have a purchase order number?

Please select from the options below ▼

### Additional Details

By signing up to the event you are agreeing to the cancellation policy.

By booking a place at Conference you agree to both the Charity Retail Association and Eventpro UK contacting you with relevant information for your attendance this year.

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.

**Invoicing**

An invoice for your booking will be sent out separately to this email. The invoice will come directly from the Charity Retail Association. Please keep an eye out for this invoice and ensure it is paid promptly. All conference places should be paid in full before the conference commences on Tuesday 25 June 2019.

If you have not received an invoice within two weeks of making your booking, please contact the Charity Retail Association on 020 76897 4080 or email [irina@charityretail.org.uk](mailto:irina@charityretail.org.uk)

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 >>

## 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 the final page.

\* 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

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

Title \*

First Name \*

Surname \*

Telephone Number \*

Extension

Fax Number

Mobile Number

Email Address \*

Address 1 \*

Address 2

Town \*

County \*

Postcode \*

Country

Please select... ▾

This event costs £510.60 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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Please confirm your details below.

Event Details	
Event Name:	Charity Retail Conference and Exhibition 2019
Event Date:	25th Jun 2019 09:00
Venue Address:	East Midlands Conference Centre University of Nottingham Nottingham Nottinghamshire NG7 2RU
Organiser:	Marie Reynolds
Organiser Tel.:	01509 610452
Organiser Email:	marie@eventprouk.com

Your Details	
Name:	Mr Robin Osterley
Address:	Charity Retail Association Resource for London 356 Holloway Road London London N7 6PA GB
Delegate Type:	Delegate
Job Title:	Chief Executive
Organisation:	Charity Retail Association
Telephone Number:	
Mobile Number:	07825 156885
Email Address:	julia@charityretail.org.uk

Breakout Sessions	
Focus Session A (Sessions not listed are now fully booked): 25/06/2019 11:30	A2: The Visuals of Charity Retail
Focus Session B (Sessions not listed are now fully booked): 25/06/2019 12:30	B6: Brexit: What Does Charity Retail Need to Know?
Focus Session C (Sessions not listed are now fully booked): 25/06/2019 15:15	C1: Equality and Diversity
Exhibitor Surgery (Sessions not listed are now fully booked): 25/06/2019 16:20	9: I don't want to book onto anything
Focus Session D (Sessions not listed are now fully booked): 26/06/2019 09:30	D10: GDPR: One Year In

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
We operate a buddy system to encourage networking. Please select an option that applies to your needs?	N/A
Table Plan at Awards Dinner - Who would you like to sit with?	I don't mind
Will you be attending the Monday Meet-up? Monday 24 June 15:00 - 21:30 (please remember to book additional accommodation on Monday night if needed)	I don't know
Are you happy to be kept in touch with Charity Retail Association information and related events?	YES, I would like to receive CRA News, Research Updates (Reports) and Event updates
Do you have a purchase order number?	NO

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

Selected Attendance Options	
Member Residential Ticket, including Tuesday night accommodation in STUDENT HALLS OF RESIDENCE and the awards dinner (399.00 + VAT) - £478.80	

Billing Details	
Billing Amount:	£478.80
Billing Method:	Invoice
Billing Name:	Mr Robin Osterley
Billing Address:	Charity Retail Association Resource for London 356 Holloway Road London London N7 6PA GB
Telephone Number:	
Extension:	
Fax Number:	
Mobile Number:	07825 156885
Email Address:	julia@charityretail.org.uk

Additional Details	
Delegate List:	Yes
Dietary Requirements:	
Access Requirements:	
Additional Notes:	

Please ensure that you check your details are correct before pressing confirm.

Terms and Conditions

By signing up to the event you are agreeing to the cancellation policy.

Please print a copy of this page for 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](#)



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



## Confirmation Page

Once you 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.

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

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

Here you can download a copy of the Conference 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.

### Invoicing

An invoice for your booking will be sent out separately to this email. The invoice will come directly from the Charity Retail Association. Please keep an eye out for this invoice and ensure it is paid promptly. All conference places should be paid in full before the conference commences on Tuesday 25 June 2019.

If you have not received an invoice within two weeks of making your booking, please contact the Charity Retail Association on 020 76897 4080 or email [irina@charityretail.org.uk](mailto:irina@charityretail.org.uk)

### Still having problems?

If you have any problems with your booking, please ring Eventpro UK directly on 01509 610 452. They can also provide you with a group booking form for bookings of three or more delegates.