

ADCS Annual Conference, 4th – 6th July 2018
The Midland Hotel, Manchester
Booking Information FAQ

When is the conference?

For directors of children's services, the conference opens with registration and lunch from 12noon on Wednesday 4th July. The 'all members' conference starts from 11am on Thursday 5th July with registration opening from 8:30am. The conference will conclude on Friday 6th July at approximately 1.30pm.

Why should you book?

The conference, exclusively for ADCS members, provides a unique opportunity to get together to share best practice and experiences and we particularly encourage bookings from those colleagues who have recently joined ADCS or who have not previously attended the conference in their capacity as DCS. If the conference appeals but you are not currently an ADCS member, please go to the website for further membership information and let's get you signed up.

Who is speaking?

As we like to ensure the conference programme is topical, focusing on the key current issues facing children's services colleagues, we are still finalising our speaker input. So, we recommend keeping an eye on the conference pages on the ADCS website and looking out for programme updates via the weekly ADCS ebulletin.

What workshop sessions are there?

Again, workshops will be topical with information announced in due course. Registered delegates will be contacted by email prior to the conference with workshop information giving them the opportunity to select the workshops that are of greatest interest to them. Places will be allocated on a first come-first served basis, though there will be an opportunity at the conference to sign up to workshops, however, it is possible that some may be full by this time.

What is included in the price?

We are delighted to return to The Midland Hotel in Manchester, and as a result of our long-standing relationship have been able to freeze the price of residential conference places for the 8th year running. The conference is primarily a residential event and we encourage members to stay overnight and make the most of the networking opportunities outside of the main conference programme. The full residential package includes overnight accommodation, breakfast, lunch, evening meal as well as refreshments throughout the day and a conference programme of plenary debate and workshop sessions. Non-residential options are available and if you do wish to make your own alternative accommodation arrangements, we recommend doing so as early as possible as Manchester is usually very busy during the week of conference.

How do I book?

All booking forms must be completed with full consent from the delegate and returned to rebecca.denny@adcs.org.uk If you would like to attend the conference as a residential delegate, please ensure your residential booking form is returned by 14 May to guarantee overnight accommodation at the Midland Hotel. Booking forms **must** include a purchase order number (requisition numbers/orders cannot be accepted) as we cannot confirm your conference place without one. If you are booking as an individual, and not through a local authority or Trust, please state this in your cover email (or within the booking form) as a purchase order number is not necessary.

Please be assured that all personal information will be handled in accordance with the EU General Data Protection Regulation 2018. We have included a couple of consent requests on the booking form so please take a moment to look at these.

What about payment?

We can only accept cheque or BACS payment. Invoices will be sent out shortly after booking forms are received and your conference place has been confirmed. We cannot accept payment by debit card, credit card, LA payment card etc. Please email Rebecca.denny@adcs.org.uk if you have any queries.

What is the cancellation policy?

Cancellations received after 14 May 2018 will incur a 100% charge. Delegate replacements can be made up to seven days prior to the conference but the replacement delegate **must be an ADCS member**. Please note that it is **not** usually possible to send a substitute to the DCS only aspect of the conference.