



NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2017

BOURNEMOUTH 11–13 OCTOBER



Delegate booking form

#ncasc17



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National Children and Adult Services Conference

11-13 October 2017
Bournemouth
International Centre

This event is vital to councillors, directors, senior officers, directors of public health, policy makers and service managers, and any individuals or organisations with responsibilities for children and adult services in the statutory, voluntary and private sector. It is also an important opportunity for our partners in health, education and related fields alongside MPs with an interest in social care, children's services, education, health and related fields.

The conference will be held at the Bournemouth International Centre and following on from the successful format of previous conferences, this year's programme will consist of a mix of keynote and ministerial addresses, and other significant plenary sessions by key players in the adult, children and education sectors. There will also be the opportunity to take part in a variety of participatory breakouts and networking sessions.

Speakers will be drawn from across the sector. The Secretaries of State for Education and for Health regularly use this event as an opportunity for policy announcements. It also offers the opportunity for discussion with Ministerial and shadow teams.

The full delegate fee includes entry into all sessions, the exhibition, three lunches, tea and coffee and evening drinks receptions.

The conference has been oversubscribed in previous years; delegates are therefore advised to book early.



Programme, bidding to run sessions and general enquiries

Regular updates will appear at www.local.gov.uk/events

For all programme enquiries, please contact:

Amanda Spicer

Deputy Head of Events
LGA, Local Government House,
Smith Square, London SW1P 3HZ
amanda.spicer@local.gov.uk

For general conference enquiries
Conference helpline: events@local.gov.uk

Bidding to run a conference session

Once again the conference will be addressing issues for children and adults and we want the wide range of conference sessions to emphasise the broad range of services we are involved with.

The conference planning group will be putting together a strong programme to respond to the wider agenda which this conference now addresses. The conference is an important opportunity to share examples of good practice, innovation and to discuss future developments.

Bids to run conference sessions must be submitted online using the dedicated bid form at www.local.gov.uk/events by **Wednesday 1 March 2017** – late bids will not be accepted.

Accommodation

Please note that all accommodation must be booked separately online at www.bebres.org.uk/ncas

For enquiries: 01202 816147
info@bebres.org.uk

Sponsorship opportunities

This major conference offers exclusive promotional opportunities to organisations interested or involved in the adult and children services arena. If you are, or want to be, a supplier of social services, educational or related products to public, private and voluntary sectors, the 2017 national conference represents a unique and exciting opportunity to raise your profile with over

1,000 local authority members, senior officers, policy makers and service managers.

The event will be a major market place for business, lobbying, pressure and voluntary groups – sponsorship offers your organisation the chance to promote itself to the largest, most prestigious adult, children services and education audience of the year.

Sponsorship is open to a range of organisations and opportunities vary from main conference sponsor to branded delegate bags. For further information please contact the LGA events team by email: events@local.gov.uk

Exhibition

A prestigious exhibition with over 80 organisations will take place in conjunction with the conference. All refreshments including lunches will take place in the exhibition area.

For further information on exhibition stands, please contact:

Jas Sidhu

Brintex, 32 Vauxhall Bridge Road,
London SW1V 2SS
020 7973 4700 j.sidhu@hgluk.com

Terms and conditions for National Children and Adult Services Conference 2017

www.local.gov.uk/events

The dedicated National Children and Adult Services Conference website provides up-to-date programme information including details of keynote speakers, breakout sessions and venue information. You will also find all the information on the exhibition, speakers, bidding for sessions and sponsorship opportunities.

How to book

Please visit www.local.gov.uk/events to find the full LGA events listing. Select the relevant conference and go to 'my booking' at the top of the page.

We are unable to accept 'TBC' or 'names to be advised' – please book your place when you have your confirmed delegate names, or book your places and amend names at a later date. Provisional bookings are not permitted.

Rate per delegate

£450 plus VAT (exclusive of accommodation costs) will be calculated at the prevailing rate at the time of your booking.

Confirmation

By completing an online event booking you are indicating that you wish to attend an LGA conference. You will receive a booking confirmation and joining instructions by return email.

Substitute delegates and cancellations

Substitute delegates are welcome. Please note that substitute delegate updates should be made via the 'Amend' booking tab on the events page of our website by **Wednesday 27 September 2017**. After this date, amendments will not be shown on any printed material.

Cancellations should be made via the 'Amend' booking tab on the events page of our website by **Wednesday 13 September 2017**.

Cancellations will not be permitted after the deadline stated. Delegates who do not attend on the day of the event will still be liable in full, for whatever reason, for example:

- change to delegate's personal circumstances
- inclement weather
- transport delays
- any other reason outside the LGA's control

Please refer to our terms and conditions on our website.

Special requirements

Special dietary requirements are pre-booked and it may not be possible to provide them if requested at meal times on site. For this reason, please ensure that your requirements are booked in advance; you can update your requirements via the 'Amend' booking up to 2 weeks before the event. Some services may require up to 6 weeks' notice.

Purchase order numbers

Purchase order numbers must be provided at the time of booking. The text you submit in the purchase order number mandatory field on the booking screen will be treated as your authorisation to commit to expenditure on behalf of your organisation. Please do not submit purchase order numbers and bookings unless you are authorised to do so.

It will not be possible to amend purchase order information on the 'Amend' screen once the booking has been submitted, please take care to ensure that the information you provide is accurate as it will be reflected on the related sales invoice to your organisation. Errors in this area are the single greatest cause of delays in payment and cause extra work for your accounts payable teams.

Invoicing

LGA member organisations will be eligible to be invoiced for their events bookings. Alternatively, LGA member organisations can book and pay with a payment card at the time of booking. Invoicing will reflect the delegate name(s) input at the time of booking and it will not be possible to change the name reflected on the invoice at a later date.

Bookings from our member organisations will be invoiced from April 2017 or on receipt of payment, if made prior to April 2017.

Payments by payment card

Non-member organisations will be required to pay the full delegate fee via payment card at the time of booking.

Accommodation

Please note that all accommodation must be booked separately online at www.bebres.org.uk/ncas

Note: It may be necessary for reasons beyond the control of the LGA to change the content, timing, speakers or the venue for this conference. Please be advised that the LGA cannot be held responsible for any travel or accommodation costs incurred should a conference be postponed or cancelled.

Local Government Association

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For a copy in Braille, larger print or audio, please contact us on 020 7664 3000. We consider requests on an individual basis.