

ADCS Annual Conference, 3 – 5 July 2019
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 3 July. The conference opens to all members from 11am on Thursday 4 July, with registration open from 8:30am. The conference will conclude on Friday 5 July at approximately 1.30pm. A take-away lunch will be provided.

Why should you book?

The conference, exclusively for ADCS members, provides a unique opportunity to get together to share best practice, learning and experiences from across the sector. Unlike other events, we don't have sponsors or exhibitors at our conference, thus allowing our members the opportunity to network with colleagues outside of the main programme. 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](#).

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 to look 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. 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?

As the conference is primarily a residential event, we encourage members to stay overnight and make the most of the networking opportunities outside of the main conference programme. The residential package includes overnight accommodation, breakfast, lunch, evening drinks reception, evening meal with wine, plus refreshments throughout the day; all this on top of a conference programme of keynote addresses, plenary debate and workshop sessions. Non-residential options are available, however, if you do wish to make your own alternative accommodation arrangements, we recommend doing so as early as possible as Manchester is expected to be very busy during the week of conference and hotels will fill up fast. It is worth noting that, as a result of our long-standing relationship with The Midland Hotel, we have secured heavily discounted bedroom rates at The Midland hotel **as part of the residential delegate package**, so you may find non-residential packages combined with alternative accommodation elsewhere are often a similar cost.

How do I book?

All booking forms, completed with the delegate's consent, should be returned to rebecca.denny@adcs.org.uk. If you would like to attend the conference as a residential delegate, please return your residential booking form **by 1 May to guarantee overnight accommodation at the Midland Hotel**. Booking forms **must** be accompanied by a purchase order (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, a purchase order is not necessary. Please be assured that all personal information will be handled in accordance with the EU General Data Protection Regulation 2018.

How do I pay?

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 or LA payment card. Please email rebecca.denny@adcs.org.uk if you have any queries.

What if I need to cancel my place?

Cancellations received after 1 May 2019 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.