

ROTARY DISTRICT 1110 - TORQUAY CONFERENCE
19TH TO 21ST OCTOBER 2012

Instructions for On-Line Registration

The online system allows individuals and groups to register but only a Rotarian, Inner Wheel Member or a Rotaractor can start the registration booking and that person will be the Lead Delegate. Additional delegates can then be added to form a group booking.

The Lead Delegate is responsible for entering correct information and for paying the fees involved for all delegates in that group booking.

If you are not comfortable with the online system then ask your President / Secretary to contact the Registrar for paper forms, complete them and send the fees covered by cheque(s) payable to "Rotary District 1110 Conference" direct to **The Registrar** as stated on the form.

Costs

The Table below displays the classification and cost of registration together with the cost of the Friday and Saturday night events which we hope you will all be able to attend. Details of the optional events and visits can be found on the Entertainments page.

Booking on or before 31st **May 2012** has two advantages, reduced cost and a full and prompt refund in the event of cancellation.

Please Note: bookings for all the events are on a "first come first served basis" & most events have a limited allocation of places. Early registration will assist you getting your choice.	Cost each if booked by 31 st May 2012	Cost each if booked after 31 st May 2012
Description		
Rotarian / Inner Wheel / Guest Registration Fee	£31	£36
Rotaractor/Interactor/Persons under 18 yrs Registration Fee	£5	£10
Thursday Golf	£27	£27
Friday evening Best of Devon Supper incl. Entertainment	£20	£20
Friday Entertainment only	Free	Free
Saturday Greenway Visit (Coach only)	£10	£10
Saturday Coleton Fishacre (Coach only)	£7	£7
Saturday Kents Cavern Visit	£16	£16
Saturday Britannia Royal Naval College Dartmouth	£18	£18
Saturday Gala Dinner including your meal and table for "the Night at the Oscars"	£38	£38
Saturday Evening Casino & Dancing only	£3	£3

Note: Visitors to the Naval College will require Photo I.D. such as Driving License, Passport or Bus Pass.

Payments

Fees must be paid at the time of Registration.

The preferred method of payment is by Internet Banking or Cheque but payment by Credit or Debit card is possible through PayPal although it should be noted there is a charge of 1.5% to District and a maximum of £600 per transaction.

Booking / Amendment Dates and Refund Policy

Online bookings will be accepted up to 9th October.

Online amendments or cancellations can be made up to **9th September** but after that date please notify any changes to existing registrations by e mail to the Registrar.

Where changes result in additional charges then the additional fees must be paid at the same time and if a credit is due this will be returned within 7 days up to **9th September**.

After **10th October** all registrations will be done at Conference.

The Committee reserves the right to cancel any event/trip.

The Online Registration Process

Instructions will be given at each simple stage but the following Delegate details will be required :-

- Title, First Name, Surname*
- Club Name*
- Name as required on Badge*
- Address incl. post code*
- Hotel Name if booked - if not advise asap
- Day of Arrival*
- E mail address*
- Which events will you be attending* **(Please be careful not to double book the afternoon events)**
- If appropriate:
 - Position held in Club (Rotary Year 2012/2013) e.g. President, Secretary, Treasurer.
 - Position held in District (Rotary Year 2012/2013)

Similar information will be required for all other Delegates

Disability Facilities.

The Riviera Centre has disability facilities including 6 parking spaces.

Hotels

Please see "Hotels" from the main menu for Hotel information and links to the accommodation bureau. We have chosen The Imperial Hotel for the Headquarters accommodation and we have a few rooms at competitive rates for Delegates who would like to join this group. If you require details please contact Rtn Nigel Barnfield Deputy Host. It is preferable for you to have decided upon your hotel when registering for reasons of contact and communication but if not available please advise later and before Conference.