What you will need to register for an NUS Liberation Conference 2019

Before completing the registration form, please ensure you have the following information ready.

* Your NUS Secure code.
* This is usually held by your Union’s President, Chief Exec or General Manager and should only be made available to the person who is completing the registration.
* When registering more than one delegate, you will need to know who is the voting delegate and register the individuals accordingly. This will inform you of the [delegate type](https://www.nusconnect.org.uk/conferences/about-nus-conferences/delegate-entitlements) (i.e. if they are a delegate or observer).
* Delegate types and associated costs for the liberation conferences are as follows:
* HE Delegate (single day only): £50
* HE Delegate (both days, no accommodation): £100
* HE Delegate (both days, including 1 night’s twin accommodation): £125
* FE Delegate (single day only): £40
* FE Delegate (both days, no accommodation): £60
* FE Delegate (both days, including 1 night’s twin accommodation): £80
* HE / FE Observer (single day only): £100
* HE / FE Observer (both days, no accommodation): £170
* HE / FE Observer (both days, including 1 night’s twin accommodation): £200
* The following delegate information:
* Email address (this is particularly important to ensure the relevant person receives voting information)
* Gender identity
* The name of their emergency contact and a contact phone number (this should not be someone from your Union, but someone we can contact 24/7 at the time of the event)
* If the attendee is under 18, and if so, their date of birth. If the attendee is under 18 at the time of the event they will be required to complete and submit an ‘under 18 parental consent form’ before the event commences. A link to this document can be found on the event’s [NUS Connect](https://www.nusconnect.org.uk/events-calendar) page.
* Dietary requirements
* Access requirements
* If they require additional nights or single accommodation (this will be charged in addition to the above costs and prices will vary between events – further information can be found on the relevant event’s [NUS Connect](https://www.nusconnect.org.uk/events-calendar) page)
* Delegates attending democratic conferences are also entitled to request childcare. Childcare is available for children between the ages of 1-13years and there are 3 available options for delegates.
* Option 1: NUS provides a crèche at the event
* Option 2: Bring your own childminder to the event
* Option 3: Child/children to be left at home and NUS make a £30 per day contribution to childcare costs
* Delegates must complete the relevant [childcare form](https://www.nusconnect.org.uk/resources/nus-childcare-request-form) and send them to [events@nus.org.uk](mailto:events@nus.org.uk) before the event closing date.
* Delegates with disabilities or medical/health problems attending democratic conferences can request an enabler. Enablers can attend the event at no additional cost to the delegate however, they are not able to participate in the event or conference themselves. The role of the enabler is to meet the requirements of the person they are there to support. As such, both the delegate and enabler must sign the [enabler protocol form](https://www.nusconnect.org.uk/resources/nus-enabler-protocol) before being admitted to the event. This should be returned to [events@nus.org.uk](mailto:events@nus.org.uk) before the event.
* Purchase Order number, if you have one.

To help you to collect the relevant information from your delegates, you may find it useful to send the attached form to them (see below) to enable you to gather the required information.

Delegate Information

|  |  |
| --- | --- |
| Event Attending |  |
| Delegate Name |  |
| Delegate Email Address |  |
| Which place are you taking? (e.g. delegate/observer) Please refer to the [delegate entitlement information](https://www.nusconnect.org.uk/conferences/about-nus-conferences/delegate-entitlements). |  |
| Which days will you be attending the conference? | Both days / day one / day two |
| Do you require accommodation? | Please state which dates you require accommodation. |
| Gender Identity | Man / Woman / Non-binary / In another way / Prefer not to say |
| Emergency contact name and phone number (must be 24hr) |  |
| Is the attendee under 18? | If yes, please provide date of birth. You will also need to complete the under 18 consent form before the event and send to [events@nus.org.uk](mailto:events@nus.org.uk). The form can be found on the event’s [NUS Connect](https://www.nusconnect.org.uk/events-calendar) page. |
| Do you have any dietary requirements? | Halal / dairy free / gluten free / kosher / pescatarian / vegan / vegetarian / other  Please provide any relevant details. |
| Do you have any access requirements? | Please provide as much information as possible. |
| Do you require an enabler to be able to participate in this event? | If yes, please provide enabler’s email address and any dietary requirements. You will both be required to sign the [enabler protocol form](https://www.nusconnect.org.uk/resources/nus-enabler-protocol) before participating in the event. |
| Do you require any childcare provision to participate in the event? | If so, please also complete and return the [childcare request form](https://www.nusconnect.org.uk/resources/nus-childcare-request-form) and inform the person making your booking. |
| Please confirm you have read the [NUS Privacy Statement](https://www.nusconnect.org.uk/privacy-statements/nus-events-privacy-statement). |  |