



## Data Processing Consent

### Why do we ask for your consent?

We are committed to protecting the privacy of all personal data you provide us for this event registration. The following statements describe what we are doing with your data, how long we store it so you are fully informed prior to you submitting your personal information for event registration.

### Data Controller Contact

Blackburn House, Redhouse Rd, Seafield, Bathgate EH47 7AQ  
Tel: 01506 811077  
Email: PrivacyOfficers@fitwise.co.uk

### Privacy Officers

If you have any queries in regards to how Fitwise use and store your information please contact us:  
Tel: 01506 811077  
Email: PrivacyOfficers@fitwise.co.uk

### Why are we processing your personal data?

We ask for your personal data to facilitate your registration for this event.

### Other third parties that will have access to your personal data

Your data will be shared with the following organisations and third parties in order to process your registration.  
Our authorised ecommerce provider - if paying by debit/credit card  
Organising committee of the Infection Prevention Society Annual Conference 2018

Your data may be shared with the following organisations and third parties:

The delegates at the Event (Only name, job title, organisation and location will be given)

The exhibiting companies at the Event (Only name, job title, organisation, location and email address will be given. If the exhibitors would like to use any of this personal data for direct marketing purposes, they will contact you separately to obtain your unambiguous and positive consent)

### How long will we store your personal data?

Your personal data will be retained by us for up to 6 years after the conclusion of this event for the purposes of CPD accreditation.

### The right to inquire about your personal data

You retain the right to ask us about your personal data at any time. Please contact us with any inquiries you may have.

I give consent

# Infection Prevention

11th ANNUAL CONFERENCE

Sunday 30th September to Tuesday 2nd October



**ips** Infection Prevention Society

Scottish Event Campus  
Glasgow, United Kingdom



## IP2018 Delegate Registration Form

PLEASE COMPLETE THIS APPLICATION AND BRING IT WITH YOU.

You **MUST** have the following payment details:

- Credit or debit card to make payment
- Cheque payment
- Confirmation of BACS payment already paid
- A copy of a purchase order, if unavailable a letter from your manager confirming funding is available

### Your Details

<b>Title:</b>		<b>First name:</b>		<b>Last name:</b>	
<b>Job Title:</b>					
<b>Organisation:</b>					
<b>Address</b>					
<b>Town:</b>				<b>Postcode:</b>	
<b>Country:</b>		<b>Is this your work or home address:</b>	<b>WORK / HOME</b> <i>(delete as appropriate)</i>		
<b>Email address:</b>					
<b>Daytime tel. number:</b>			<b>Mobile number:</b>		
<b>If you are selecting any of the IPS Member options below you must supply us with your membership number</b>			<b>Membership No.:</b>		

To select a check box  double click and mark as 'checked'

	IPS Member	Non Member
<b>Full Delegate Early Bird</b>	<input type="checkbox"/> £475	<input type="checkbox"/> £546
<b>Full Delegate</b>	<input type="checkbox"/> £520	<input type="checkbox"/> £599
<b>One Day Attendance</b> Main Conference Programme If registering for one day indicate which day you are attending	<input type="checkbox"/> £199 <input type="checkbox"/> Sunday	<input type="checkbox"/> £265 <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday
<b>One Day Infection Prevention in Care and at Home – Sunday</b> (Access to the Care Home sessions only)	<input type="checkbox"/> Free of Charge (no catering facilities provided)	<input type="checkbox"/> Free of Charge (no catering facilities provided)
<b>Student Access – Sunday Only</b> (access to the 'Introduction to infection control' sessions only)	<input type="checkbox"/> £50	<input type="checkbox"/> £50

<b>Infection Prevention Show – Monday only</b>	<b>Unavailable - enquire onsite for availability (no catering facilities provided)</b>	<b>Unavailable - enquire onsite for availability (no catering facilities provided)</b>
<b>One Day AMR Conference - Tuesday</b> (Access to the AMR sessions only)	<input type="checkbox"/> £95	<input type="checkbox"/> £95
	<b>TOTAL DUE:</b>	<b>£</b>

<b>Gala Dinner tickets</b>	<b>Unavailable - enquire onsite for availability</b>	<b>Unavailable - enquire onsite for availability</b>
<b>Sunday Fun Night</b> (Tickets are FOC – indicate Quantity required)	<b>Unavailable – enquire onsite for availability</b>	

## Payment

**BACS / Cheque payment**

**Credit / debit card**

**Invoice request**

**Invoice / Receipt Details** - You will be sent a receipt upon receiving the payment, this will be addressed as per the details supplied below and emailed to the booker to forward on if necessary.

**The information you enter below will be printed on the attendee's invoice / receipt, it is your responsibility to ensure the information is entered correctly.**

<b>Purchase order number:</b>	
<b>Contact name:</b>	
<b>Job title:</b>	
<b>Organisation:</b>	
<b>Address:</b>	
<b>Town:</b>	
<b>Postcode:</b>	

## Terms & Conditions

The IPS Scientific Programme Committee reserves the right to make changes to the conference programme and speakers without prior notice.

Invoice requests - Remember it is your responsibility to make sure that your finance department processes the application form in time. Applications requesting payment by invoice will only be processed if a purchase order is entered on the payment request page. Payment must be received within 30 days of invoice issue date.

If paying by BACS please send a copy of the BACS payment advice note either by fax to +44 (0) 1506 811477 or email to shona.wilson@fitwise.co.uk

Cancellations - It is your responsibility to ensure you have the appropriate insurance in place to cover your registration costs should you be required to cancel for any reason, including medical, bereavement or travel disruption.

Notice of cancellation should be made in writing to IPS c/o Fitwise Management, Blackburn House, Redhouse Road, Seafield, EH47 7AQ. Cancellations received by 10th August 2018 will receive a refund minus 20% for administration costs. Unfortunately for cancellations received after this date there will be no refund and if payment has not been received delegates will still be liable for the full delegate fee, this will also apply to delegates registered after 10th August 2018. Substitute delegates are welcome.

Disclaimer - It is the attendee's responsibility to ensure payment is made. If payment is not made prior to conference and you do not attend you will still be liable for the costs of the event. If payment is not made prior to conference and you arrive on site we will request payment. Please note this applies to all payment options.

Your personal data

Other third parties that will have access to your personal data. Your data may be shared with the following organisations and third parties:

- Our authorised ecommerce provider - if paying by debit/credit card to process your registration
- Organising committee of the Event (Only name, job title, organisation and location will be given)
- The delegates at the Event (Only name, job title, organisation and location will be given)
- The exhibiting companies at the Event (Only name, job title, organisation, location and email address will be given. If the exhibitors would like to use any of this personal data for direct marketing purposes, they will contact you separately to obtain your unambiguous and positive consent) Please be aware that your photo may be taken during this event for use in future marketing. If you would like to contact us about this please email [marketing@fitwise.co.uk](mailto:marketing@fitwise.co.uk).

**Do you opt in or out of receiving emails or mailings on behalf of, or directly from, companies who exhibited at the event?**

Before choosing to opt out, please consider that your details will only be shared with the exhibitors without whose support this event would not be possible. It also ensures that you will be informed of new products and research relevant to your role.

Opt in  Opt out

We have been asked to email delegates on behalf of our Platinum Sponsors, **GAMA Healthcare** with information about conference symposia or company products. Please indicate below whether you agree to this communication.

Opt in  Opt out

**We would like to stay in touch!**

**We do respect your personal information, so we need to be clear about what information we collect and how we communicate with you.**

Please select the box below if you would like to receive emails or mailings on behalf of the Infection Prevention Society via Fitwise Management Limited ([www.fitwise.co.uk](http://www.fitwise.co.uk)) who manage our database / event IP2018, or directly from the Infection Prevention Society relating to future events and activities

I give consent

Please be aware that your photo may be taken during this event for use in future marketing. If you would like to contact us about this please email [marketing@fitwise.co.uk](mailto:marketing@fitwise.co.uk).