

## Second International Conference on Adoption Research (ICAR2)

University of East Anglia, Norwich UK  
Monday 17<sup>th</sup> to Friday 21<sup>st</sup> July 2006

### **COMPLETING THE CONFERENCE REGISTRATION FORM: EXPLANATORY NOTES**



Please read these explanatory notes before completing this form

#### **SECTION 1. CONTACT DETAILS**

Please provide the most appropriate work or private postal address for future correspondence. Do let us know if your contact details change after registration.

#### **SECTION 2. CONFERENCE CONTRIBUTION**

Places at the conference are limited and therefore we will have to give priority booking to people who have had an abstract for a paper, poster or workshop already accepted. Please provide the abstract number if you have had an abstract accepted (as first or co-author).

We should have a small number of places available for people who have not submitted an abstract. We will allocate any remaining places according to potential contribution to the conference. It would help the committee make a decision if you could briefly describe your involvement in research on adoption in the box in section 2. Presenters should not complete this box.

#### **SECTION 3. CONFERENCE FEE & ACCOMMODATION PACKAGES**

There are three main accommodation options:

**Accommodation on campus.** Hotel standard accommodation for delegates will be provided on campus in the award-winning Nelson Court and Constable Terrace. Both are only a few minutes walk from the main conference venues. This is probably the best option for many but campus accommodation consists mostly of single rooms. Accommodation on campus includes breakfast. *Double or twin accommodation on campus for families.* There are a small number of rooms on campus that are double or twin bedded. Prices quoted are for one extra person. A third person (child) can be accommodated at an additional £15 per night (ask if you want this), so for more than two people sharing it will definitely be cheaper to stay off campus. These rooms will be allocated on a first come, first served basis and are not available for colleagues sharing. If we can not meet your first choice of this family accommodation on campus, we can book you into the city centre hotel.

**Accommodation in Norwich City Centre.** If you require a room share with a colleague, a double room or family accommodation, or simply prefer to be in the city, we will book this for you off campus in Norwich city centre. This accommodation will be in the Norwich Central Travel Lodge (or similar if needs require). [https://www.travelodge.co.uk/find\\_a\\_hotel/hotel.php?hotel\\_id=288](https://www.travelodge.co.uk/find_a_hotel/hotel.php?hotel_id=288). Rooms have a king bed, sofa bed and pull out bed, thus can sleep up to four people. Cots are available for babies. Prices quoted are per room. The hotel has a bar/café for full breakfast options (at an extra charge of £6.50 per person) and which serves drinks and pizzas in the evening. The hotel is brand new and is in the city centre adjacent to all amenities. The bus station is next door and there are frequent buses to the university campus (about 3 miles, 15 minutes journey time). If you want this off campus accommodation, please list your specific requirements in the box in section 3. **If you plan to share a room with a colleague who is also attending the conference, the cheapest way to do this is for one of you to book the off campus accommodation and the other person to register as non-residential.**

**Arrange your own accommodation.** Alternatively, you may already have, or wish to organize, your own accommodation.

## **What is included in the different conference packages?**

### **Full conference options.**

- Full conference programme, conference pack and CDROM
- Opening reception on Monday
- Lunch and refreshments Tuesday to Thursday
- Conference dinner on Thursday
- 4 nights accommodation Monday to Thursday
- Coffee and cakes Friday morning

**Economy conference options.** If you wish to leave as soon as the formal academic programme is over (i.e. Thursday afternoon), you can chose the economy conference option. This includes

- Full conference programme, conference pack and CDROM
- Opening reception on Monday
- Lunch and refreshments Tuesday to Thursday
- 3 nights accommodation Monday to Wednesday

**The non-residential rate** includes:

- Full conference programme, conference pack and CDROM
- Opening reception on Monday
- Lunch and refreshments Tuesday to Thursday
- Conference dinner on Thursday
- Coffee and cakes Friday morning

**Students** must be registered on a full-time basis to qualify for the student rate. Please include documentary proof of your full-time student status with your registration form.

**The full conference fee must be received by 19<sup>th</sup> May 2006 to qualify for the Early Bird, Student or Reduced rate.**

**All conference fees must be received by 30th June 2006 at the latest.**

**A reduced rate is available to presenters from certain eligible countries** in the developing world. Please see the conference website for the list of countries. To qualify for the reduced rate delegates must register on or before 19<sup>th</sup> May 2006. Please contact the conference administrator ([n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk)) for further details.

Full details of the programme for accompanying persons, together with the cost, will be available at a later date.

**Extra Days.** If you would like to arrive early, or stay on a day or two after the conference has finished, we can try to arrange to extend your accommodation to cover these extra days. We hope to be able to meet everyone's requests, but rooms are subject to availability. Hence the sooner you let us know your requirements, the better. In the box provided, please tell us what type of room you require and on what extra days.

Prices (per room) are as follows:

- **Single room on campus – £45** including breakfast
- **Double/twin room on campus – £64** including breakfast for two
- **Family room in city centre hotel - £51** – not including breakfast

If you request extra rooms, please remember to add the cost of these to your total fee.

#### **SECTION 4. DIETARY REQUIREMENTS**

Please provide details of any specific dietary requirements, e.g. vegan, halal or gluten-free, and we will do our best to accommodate them.

#### **SECTION 5. PAYMENT METHOD**

We cannot accept online payments. There are three methods of payment.

1. Credit card – Visa or Mastercard. Please note that we cannot accept American Express or Diners Club cards.
2. Cheque/check made out in pounds sterling. Please make payable to University of East Anglia. Please staple the cheque/check to the registration form (postal registrations only).
3. Invoice. Please include full details of the name and address of the agency to be invoiced.

**Our strong preference is for you to pay by credit card** or (UK people only) cheque. We anticipate that invoicing could be a complex process, especially for overseas delegates, so we urge you to choose this option only as a last resort.

## **SECTION 6. TERMS AND CONDITIONS**

If you have to cancel your registration, penalties will apply according to the following schedule:

- Before 19<sup>th</sup> May 2006: no penalty
- 20<sup>th</sup> May to 9<sup>th</sup> June 2006: 30% of the conference fee
- 10<sup>th</sup> June to 30<sup>th</sup> June 2006: 50% of the conference fee
- After 30<sup>th</sup> June 2006: 100% of the conference fee

Please ensure that you and your belongings are adequately insured for the duration of the conference.

We reserve the right to cancel or substitute any session or event should circumstances arise beyond our control.

Please make sure that you tick the box and sign section 6 as we cannot process your registration without this.

### **RETURNING THE FORM**

Please mail or fax the completed registration form with your payment or payment details. We cannot accept emailed versions of the form, though we will acknowledge receipt by email. The address to send/fax the form to is:

Natasha Gales, Centre for Research on the Child and Family, University Of East Anglia, Norwich, NR4 7TJ, United Kingdom.

Fax: +44 (0)1603 593552; Phone +44 (0)1603 591689; Email: [n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk)

**For further information on the conference please visit our website**  
<http://www.icar2.org.uk/>




**3. CONFERENCE FEE/ACCOMMODATION PACKAGES** (see guidance notes below)

	<b>Early bird (by 19<sup>th</sup> May)</b>	<b>Student &amp; Reduced rate (by 19<sup>th</sup> May)</b>	<b>Late booking (after 19<sup>th</sup> May)</b>
<b>FULL CONFERENCE PACKAGES</b>			
Campus single	£365 <input type="checkbox"/>	£235 <input type="checkbox"/>	£450 <input type="checkbox"/>
Campus double/twin with one non delegate	£425 <input type="checkbox"/>	£295 <input type="checkbox"/>	£490 <input type="checkbox"/>
City Centre (room for 1-4 people)	£380 <input type="checkbox"/>	£250 <input type="checkbox"/>	£450 <input type="checkbox"/>
<b>ECONOMY CONFERENCE PACKAGES</b>			
Campus single	£290 <input type="checkbox"/>		
Campus double/twin with one non delegate	£335 <input type="checkbox"/>		
City Centre (room for 1-4 people)	£330 <input type="checkbox"/>		
<b>NON RESIDENTIAL PACKAGE</b>	£175 <input type="checkbox"/>		

If you have chosen the campus double/twin or city centre accommodation options, please tell us your exact accommodation requirements.

Extra days. If you want to come early or stay on after the conference has finished, please state your exact requirements (dates, room types) in the box.





Please mail/fax the form with payment/payment details to:

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East Anglia, Norwich, NR4 7TJ, United Kingdom.

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Email: [n.gales@uea.ac.uk](mailto:n.gales@uea.ac.uk)