

## **CGF Annual Convention**

### **25<sup>th</sup> – 27<sup>th</sup> October 2019**

#### **Registration**

**Friday 25<sup>th</sup> October 4:30pm – 6:30pm**

**Saturday 26<sup>th</sup> October 8:15am – 9:15am**

#### **Venue**

HILTON WARWICK/STRATFORD UPON AVON

Hilton Warwick/Stratford upon Avon, A429 Stratford Road, Warwick, CV34 6RE

t: +44 (0)1926 417891 [www.hilton.com/warwick](http://www.hilton.com/warwick)

**By car** – Exit M40 at Junction 15 and take the exit for A429 Warwick, the hotel is around 100 metres along on the left.

**By train** – The nearest station is Warwick Parkway, 2.7 miles from the hotel.

**By air** - Taxi from Birmingham International Airport should cost around £40.

Hotel check-in is from 3pm and check out is 12:00pm.

#### **Hotel Booking**

Please contact the hotel directly, during office hours, to make your accommodation reservations. Do not go through central reservations. Larger family and connecting rooms will be allocated to families of four plus. If there are any of these rooms left we will allocate as appropriate.

**Please call: 01926 417891 and quote GCGFA.**

Double rooms are £90 and single rooms are £70 per night per room; including breakfast on Saturday and Sunday and dinner on Friday evening.

No charge for children under the age of 16 years, sharing their parents' room.

**If you have any dietary requirements, please contact the hotel at least 1 week before the event**

#### **Membership & Convention Rates**

The convention is for members only. The annual fee of £25 (UK) £30 (overseas) for membership of the Foundation covers the child with the growth condition, both parents and any siblings. If you are an adult, membership covers your parents or your partner and children. If you are a parent of an adult, then membership only covers the parents and adult with the growth condition. **If you wish additional family members to attend, this is not a problem, however they will need to become members of the Foundation, so please include the additional membership fee.**

Full details of the charges for the convention are included on the enclosed booking form.

#### **Payment**

Payment for the convention, childcare and evening event, should be paid to the Child Growth Foundation. Payment can be made by cheque, payable to the Child Growth Foundation, or a transfer to the CGF bank account. **Bank details are: Metro Bank, Account Number: 24218095, Sort Code: 23-05-80.** Please ensure that you make it clear on the transfer that the payment is for the convention and your full name is clearly stated. Please also ensure you return the booking form to Jenny, otherwise you will not be registered for the convention.

#### **Registration Deadline & Cancellations**

All registrations and payments are required by 10<sup>th</sup> October 2019. Due to the high cost of the event, refunds will not be possible after this date. The convention itself costs us more than £60 per person and this does not include the evening event, nor additional charges. In addition, the cost of childcare is more than £3,500. This doesn't include the additional costs for entertainment. If you cancel after 10<sup>th</sup> October 2019, we will try to fill your place and if this is possible, we will be able to offer you a refund. Childcare must be booked by 26<sup>th</sup> September 2019. No refunds will be possible after this date.

## CANCELLATIONS

**Please notify us at any time if you are cancelling.** We are charged by the hotel for the number of people who are committed to attend. If you fail to notify us that you are not attending, we will be charged the full amount by the hotel. This happens each year and puts a strain on our finances. If we know you are not attending, we are able to cancel the hotel place and reduce our bill, saving the CGF a lot of money.

**Please let us know if you are not attending.**

## Childcare

The children will be well cared for and entertained again by Tinies this year. The childcare facility will be open between 8.15am and 5pm on Saturday and will be closed for lunch. Children will have lunch with their parents. Registration for childcare will be open from 8.15am, so if you are staying in the hotel on Friday evening, or arriving early on Saturday, please register your child as soon as possible. Childcare places are limited so if you require a place you are advised to book early. Childcare places are allocated on a 'first come, first served' basis and all bookings and payments must be received by 26<sup>th</sup> September 2019. We are unable to reserve places and they will only be allocated once full payment has been received. Unfortunately, we are unable to offer any refunds after this date.

For further information, contact Jenny, or check for updates on our website and Facebook page. A detailed childcare form will be sent to you, so you will be able to provide details of any special needs/requests. **The childcare facility is suitable for all children and they will be well looked after, but if your child has additional needs and requires one to one care, you must make additional arrangements directly with Tinies and any additional costs will be your responsibility.**

## Youth Group

We will be running the group again this year for 11 years and older. There will be several activities available, to keep them entertained.

## Raffle/Tombola/Auction

The raffle last year, proved to be extremely popular again. Raffle tickets will be on sale throughout the day and the prizes will be drawn during the evening. We will also be organising a tombola and auction again this year, which are always very popular. These activities were very successful and raised over £2000 last year, which helped towards to the cost of the convention. We had some fantastic prizes last year, so we are very grateful for your support.

**We can only run these activities with your support, so please help us by donating prizes. We are always extremely grateful for any donations. If you can help please contact Jenny, or just bring them along on the day.**

## Friday

Registration will be open from 4.30 – 6.30pm. CGF staff and trustees will also be available later in the evening, following dinner, to welcome members and answer any questions you may have. Details will be available during registration on Friday.

## Saturday

Registration will be from 8.15am until 9.15am. The day will then commence with a welcome and introduction for all groups and the AGM. Individual group sessions will follow.

## Saturday Evening

The cost for the evening will be £15 per adult and £5 per child and this will include food and entertainment.

## Provisional Programme

We are still working on the programme, and already have many confirmed speakers. Members do not have to stay within their individual group, if another session is of interest, you are free to join them at any time.

Updates will be available on our website and Facebook page and in the next newsletter.

**If you have any questions, please do not hesitate to call Jenny on 0208 995 0257 or email: [jenny.child@childgrowthfoundation.org](mailto:jenny.child@childgrowthfoundation.org)**