



## **Booking for the Annual Meetings & Other Information**

### **GA Annual Meetings 2022 Birmingham Hilton Metropole, National Exhibition Centre, Birmingham, B40 1PP**

We have simplified the booking process, and types of booking this year, and there are a few different rates to the usual. It is therefore strongly recommended that you read this document carefully before filling in the booking form.

**Please note that lunch is not provided on the first day (Tuesday 21st).**

**BOOKING RATE:** We have greatly simplified the booking options. The conference fee and venue fees have been combined, and are now one single rate. There is no longer an option for daily attendance or non-residential attendance. Your rate includes lunch (except on the first day, morning and afternoon tea and coffee, dinner and accommodation. For more explanation on the rates and booking options, please see our [Annual Meetings website](#).

**BOOKING DEADLINES:** Please make your booking by **1 March 2022**. A late booking fee may be levied on applications received after that date, as we need to meet the venue's notice requirements for approximate numbers. The final closing date for bookings is **22 March 2022** – after this, no further bookings will be taken.

#### **ACCOMMODATION:**

All accommodation is located within the building, with lift access to all floors. All rooms are four-star hotel standard with all the facilities you would expect including excellent en-suite bathroom facilities. Rooms are available from 3pm, though check with the hotel whether they may be available earlier. If not, luggage can be stored by the hotel if necessary.

### **Twin Rooms and Double Rooms**

Twin and double rooms are available. Moreover, to encourage partners to share rooms, we are offering a room sharing discount for those not already receiving a subsidised ticket.

### **Accessible Rooms**

There are a small number of disabled rooms on site.

**COVID-19:** For the current situation on Covid-19 in respect of the Annual Meetings, please see the page on our Annual Meetings website. We will update this page as needed. Please note that cancellations for Covid-19 reasons will be treated under the same terms as other cancellations (see below).

**ACCESSIBILITY ISSUES:** If you have questions or concerns in this respect, please contact the Organiser (Tel: 020 7240 2384 or email: [amason@unitarian.org.uk](mailto:amason@unitarian.org.uk)). Please let us know of your disability and any implications in advance, so that we have the best chance to accommodate your needs.

**PREFERENCES:** Please note that while we request details of participants' preferences, we cannot guarantee to meet them. The aim is to meet the requirements of the majority of our participants. If you have particularly strong preferences it may be better to make your own accommodation arrangements.

**CHILDREN AND YOUNG PEOPLE:** A programme for children and young people has been organised. We encourage parents to attend our Meetings and to bring children to participate in the special programme for young people. Children will have heavily-subsidised accommodation on site. Under 15's are expected to share a room with their parents.

Due to Health and Safety concerns, cots and floor-mattresses cannot be provided. For Infants, parents are advised to bring a carry-cot for their child to sleep in. Parents must complete a consent form for the child's participation in any Meetings programme.

**INSURANCE / CANCELLATIONS:** We may be able to refund cancellations up until six weeks before the event (when we must notify bookings to the venue). After that date refunds are not possible. It may be possible to transfer a booking to a replacement representative if the accommodation and meal choices can be adjusted (e.g. vegetarian/non-vegetarian). It may be sensible to take out cancellation insurance with an insurance broker.

**MINISTERS' AND SPOUSES' PRE-ASSEMBLY CONFERENCES:** The Ministerial Fellowship have arranged a conference immediately prior to the Meetings at the same venue. Registration is being handled directly by the Fellowship. For details, please contact Rev Jeffrey Bowes, Tel: (07758) 080 028, Email: [jeffrey.bowes@gmx.com](mailto:jeffrey.bowes@gmx.com)

Most congregations pay their Minister's fare and expenses to attend the Meetings. It is hoped that they will also pay for their Minister to attend the Ministers' Conference, which is usually held on the day before the main conference.

**RETIRED MINISTERS & LAY PASTORS:** The new general subsidised rate has replaced the previous Retired Ministers and Lay Pastors discount. Please note that there are a limited number of these tickets, and these are available on a first-come first-served basis. Retired Ministers / Lay Pastors who would struggle financially to attend are advised to contact the Ministerial Fellowship.

**FIRST-TIME ATTENDERS:** A 'Newcomer's event' will be held to introduce first-time attenders to GA officers & staff and members of the Executive Committee. This is normally held on the first day of the Meetings, but we are currently considering doing this on Zoom in advance. We will contact first-time attenders directly, before the Meetings.