



**ROTARY D1260 - CONFERENCE 2022**  
**CLUB CO-ORDINATOR'S REGISTRATION FORM**  
**Wyboston Lakes - 30th September -2nd October 2022**

1. Club Co-Ordinators are asked to please ensure their Club name and contact details are completed on the Co-ordinator's section of the registration form.
2. **Conference Registration fee is £40 per person when registered with the Conference Registrar prior to 31st July 2022 thereafter the fee is £55 per person. Registration for Rotaractors is Free.**  
**Please Type and email the Registration Excel spreadsheet to the Registrar - Wendy Ford, Brookmans Park, wendy@thewendyhse.co.uk**  
**CLOSING DATE FOR ALL REGISTRATIONS IS 16th September 2022.**
3. Registration by all Rotarians and their guests **by Club** would be preferred and much appreciated by the Conference Registrar.
4. Use 1 row for each person and complete the columns as appropriate.
5. **SPECIAL REQUIREMENTS:** Attendees with special Dietary, Visual, Hearing or Mobility requirements, please tick the appropriate box on the Club Co-ordinator's Registration Form **AND** then specify the exact nature of the special requirement on the Special Requirements Worksheet.
6. A comprehensive buffet style dinner will be offered on the Friday night at £30 per person.  
A three course Gala Dinner with entertainment will be offered on the Saturday night at £40 per person.
7. Accommodation, double or twin room, at Wyboston Lakes, £213.60 per room for double occupancy and £189.60 for single occupancy.  
The package includes 2 nights accommodation, breakfast, lunch and refreshments during Saturday and breakfast on Sunday.
8. Accommodation for Saturday night only, £118.80 per room for double occupancy and £ 106.80 for single occupancy.  
This package includes 1 night accommodation and breakfast on Sunday.
9. **ONCE COMPLETED REGISTRATION FORMS AND PAYMENT HAVE BEEN RECEIVED BY THE REGISTRAR YOU WILL BE PROVIDED WITH INSTRUCTIONS ON HOW TO BOOK YOUR ACCOMMODATION DIRECT WITH THE HOTEL. FULL PAYMENT IS TAKEN BY THE HOTEL AT THE TIME OF BOOKING**
10. Completed Club Co-ordinator's form(s) can be emailed to Conference Registrar, Wendy Ford, wendy@thewendyhse.co.uk, and payment made **preferably** by bank transfer to Barclays Bank – RIBI 1260 General Account, Sort Code: 20-20-37, Account# 60136131.  
Please advise the Conference Registrar and the District Treasurer, Robert Ward, robertward2@gmail.com, when transfers made.  
  
Alternatively, cheques should be made payable to "**RIBI District 1260 General Account**" and sent to the Registrar  
Mrs W G Ford, 3 Rooks Nest Farm Barns, Weston Road, Stevenage, Herts, SG1 4XS.
11. Cancellations and Refunds of Conference Registration Fees will be dealt with in accordance with District Standing Orders in use at the time of booking.  
Re. Hotel cancellation terms, please see the Wyboston Lakes web site, <https://www.wybostonlakes.co.uk/>
12. If email addresses are specified for an attendee we will communicate and keep them informed of information relating to the Conference. If individuals do not want to receive emails from the Conference committee then please tick the Opt Out box against the individual.
13. If a member of your club would like to act as a Steward, please mark the appropriate column.  
Stewards would be required for no more than a couple of hours during the day and volunteers will not miss any of the Conference Speakers
14. Please retain a copy of your Club Co-ordinator's registration form for your club records.