

IMC 2019: Registration Form

Please read these guidelines carefully before completing the IMC 2019 Registration Form.

The form and notes are available in alternative formats on request, e.g. Braille, large print. Please contact the IMC at imc@leeds.ac.uk.

To view the programme online, including information regarding keynote lectures, events and excursions, and abstracts, and for more information about attending the IMC, please visit our website at www.imc.leeds.ac.uk.

Registered delegates will be sent a hard copy of the programme by mail.

Terms & Conditions and Privacy Policy

By completing this form you are agreeing to the IMC Terms and Conditions of Registration, including our Policy on Dignity and Mutual Respect.

Read our Terms and Conditions: www.imc.leeds.ac.uk/registrations/terms

Read our Policies, including our Policy on Dignity and Mutual Respect and Social Media Policy: www.imc.leeds.ac.uk/policies

Our privacy notice details how we capture and process your data. By completing your registration form you give consent for your data to be processed in line with this policy. Read the privacy notice at www.imc.leeds.ac.uk/policies/privacy-notice/.

Registration

All delegates are required to pay the Programming and Registration Fee. The registration deadline is **13 May 2019**. Registration forms received after this date are accepted at the discretion of the IMC administration and are subject to a late fee. Please add the appropriate late fee (according to the date of booking) to your chosen Programming and Registration Fee category. Registrations received after 13 May 2019 and 09 June 2019 will only be accepted if the correct late fee has been added to the total.

Reduced Registration Fees and Proof of Status

Reduced fees are offered for students, the unwaged, retired scholars, exhibitors, members of the IMS, and those attending for one day only. If you want to register as retired, unwaged, or as a student, we require proof of status such as a copy of a current student card or official state documentation showing that you are retired or unwaged. If you are retired, you can also send us either a copy of your passport showing clearly your date of birth, or a letter from your former employer stating your date of retirement. You can send your proof of status as a scanned document attached to an email, as a photocopy by post, or by fax. Please note that all letters should be on official letterhead and signed, and that emails and screenshots cannot be accepted as proof of status. Your registration is not complete until we have received your proof of status.

Find more detailed information at www.imc.leeds.ac.uk/registrations/proofofstatus.

Friends and Family

There is no registration fee for non-participating friends and family members. Friends and family members may attend the delegate's paper for free and any events open to the general public, but may not attend the rest of the IMC without paying the appropriate registration fee. Please provide the names of all accompanying friends and family members on this form so name badges can be made for them.

Please note: The name and affiliation provided on this form will be used on your IMC name badge.

Accommodation

A variety of accommodation can be booked as part of the IMC 2019 Registration. Bedding, towels, tea- and coffee-making facilities, and breakfast are provided for all residents booking accommodation through the IMC Registration.

Accommodation is provided on a first-come, first-served basis; we recommend booking as early as possible to secure your choice of rooms. Please let us know by 13 May 2019 if you have any specific access requirements for your accommodation.

Halls of Residence

University Halls of Residence offer rooms for single occupancy. Rooms cannot be shared, but if you would like to be accommodated close to a friend or family member please make this clear on the form. We will endeavour to place you adjacent to each other, but cannot guarantee that we will be able to meet all requests.

Delegates staying in University Halls of Residence will have access to communal kitchen and living areas. However, accommodation in University Halls of Residence is not suitable for self-catering as the facilities provided can vary and no cookery equipment, crockery, or cutlery is provided. Internet access is available in all University Halls of Residence, either via wifi or with an ethernet cable. Free use of University's sports facilities, gym, and swimming pool (theEdge) is included for all delegates staying in University Halls of Residence.

Hotels

The IMC has agreed special inclusive hotel rates for IMC delegates which are suitable for a variety of budgets and include bed, breakfast, and unlimited internet access. Delegates booking through the IMC will receive their registration pack upon checking in at their hotel and will not have to collect their registration pack at the Registration Pack Collection Desk on campus.

Find more information on the accommodation on offer in the printed programme or at www.imc.leeds.ac.uk/imc2019/accommodation.

International Medieval Congress
University of Leeds
Parkinson 1.03
Leeds, LS2 9JT, UK
www.imc.leeds.ac.uk

Complete and return this form to
IMC Administration Team:
imc@leeds.ac.uk



Meals

All accommodation booked through the IMC Registration includes breakfast, which will be served in the Refectory for on-campus residents. Devonshire Hall residents will be served breakfast in the Devonshire Dining Room. If you are staying in a hotel, breakfast will be served in that hotel's restaurant.

A variety of meal options are available on campus. The IMC cannot guarantee any meals not booked in advance and it is not possible to sell on unwanted pre-booked meal tickets at the IMC.

Participants who have special dietary requirements should book their meals in advance, and should inform the IMC of these requirements via their Registration Form by 13 May 2019.

Events, Excursions, and Workshops

All tickets are limited and are allocated on a first-come, first-served basis. Accompanying friends and family members are welcome to attend IMC events and excursions. Please indicate the number of tickets required. Delegates will be informed if an event or excursion is fully booked. Early booking is strongly recommended.

Further details of events, excursions, and workshops can be found in the IMC printed programme and at www.imc.leeds.ac.uk/imc2019/events.

Donations

Following a substantial bequest from a medievalist, we have been able to establish the Leeds Medieval Studies Endowment Fund. Part of this gift will contribute directly towards the IMC Bursary Fund, and so assist medievalists in need of financial support to attend the Congress.

If you would like to support either the Bursary Fund or the Leeds Medieval Studies Endowment Fund, please indicate this on this form. A donation to the IMC Bursary Fund will contribute towards bursaries for the current Congress, while contributions towards the Medieval Studies Endowment Fund will have a longer-lasting impact. Even small contributions can make a significant impact.

Gift Aid

Donations from UK tax payers are eligible for Gift Aid, meaning we receive an extra 25% on top of each donation at no extra cost to the donor. If you are a UK tax payer please tick the relevant box for Gift Aid.

Miscellaneous Needs

Please provide details of any additional requirements here (use an additional page if necessary). Note that all requirements should be made known to the IMC administration by 13 May 2019, although every attempt will be made to accommodate requests after this date.

Payment

The IMC accepts payment by credit or debit card, or by cheques in Sterling, US Dollars, or Euros. Cheques should be made payable to 'University of Leeds'. When writing cheques please ensure that you use the following exchange rates, which have been calculated to cover bank charges incurred by the IMC for non-Sterling transactions:

- US Dollar Check: 1.10 to \$1
- Euro Cheque: €1.05 to £1

We cannot accept Travellers Cheque, Postal Order, American Express, or Diners Club card.

In exceptional circumstances payment by bank transfer may be accepted by prior agreement with IMC administration. Please contact IMC before sending your form if you wish to pay by bank transfer.

IMC Cancellation Policy

Cancellations received in writing by 13 May 2019 will secure a full refund, minus one half of the Programming and Registration Fee. Cancellations received Tuesday 14 May-Sunday 09 June 2019 will secure a refund of 25% of the total amount paid, excluding the Programming and Registration fee and, if applicable, any hotel accommodation fees.

Refunds will not be made under any circumstances for cancellations received from Monday 10 June 2019.

Colling-Off Period

The IMC Registration is subject to a 14-day cooling-off period, which means that for 14 days after you complete your payment you can contact us to cancel and receive a full refund. After this period the standard cancellation policy will apply.

Computing and Library Facilities - Terms and Conditions

IMC delegates will receive an individual username and password for access to the University of Leeds computers and wireless network and will have access to Leeds University Library.

By registering, you confirm that you agree to the University Library Terms and Conditions of Use available at <https://www.imc.leeds.ac.uk/policies/libraryterms> and the ISS Conditions of Use of Computer Systems for Visitors available at <http://tinyurl.com/yc3unqr2>.

Checklist

Please check that you have:

Completed all required sections of the form

Enclosed Proof of Status if required

Taken a copy of the form for your records

Enclosed Payment

IMC 2019: Registration Form

Every delegate at the IMC must register and pay a Programming and Registration Fee. Please complete this form and return it to the address on the front of the form as soon as possible. Download additional copies of this form from www.imc.leeds.ac.uk.

Contact Information

Forename: _____ Surname: _____
 Affiliation: _____
 Address: _____
 Town/City: _____ Postcode / ZIP: _____
 Telephone: _____ Country: _____
 Email: _____ Fax: _____

Registration

Price includes an additional £25.00 surcharge for non-online registration. If you are completing this form after the registration deadline of 13 May, please add the appropriate late fee to your booking.

Standard Full Four-Day Registration	£253.50	Registrations made 14 May - 09 June	Registrations made after 10 June	Please provide the names of any accompanying friends or family members:
Student / Retired / Unwaged	£151.50	Add £25.00	Add £40.00	
Day Pass for	£157.00			
Day Pass Thursday	£147.00			
Registration Fee		+ Late Fee		= Registration Subtotal

Accommodation

Indicate the location and type of accommodation and the nights you would like to stay. Prices are per room, per night and include breakfast. For descriptions of the room types on offer go to www.imc.leeds.ac.uk/imc2019/accommodation.

University Halls of Residence	Single Ensuite	Single Shared Bathroom	Accessible	Sat 29 June	Sun 30 June	Mon 01 July	Tues 02 July	Weds 03 July	Thurs 04 July	
Charles Morris Hall: Storm Jameson Court	£54.00		£54.00							
Charles Morris Hall: Dobree & Whetton		£41.00								
Ellerslie Hall	£47.50	£37.50								
Lyddon Hall	£47.50	£37.50								
Devonshire Hall (off-campus)	£46.00	£36.00								
Hotel Accommodation	Single	Double	Twin	Family	Sat 29 June	Sun 30 June	Mon 01 July	Tues 02 July	Weds 03 July	Thurs 04 July
Discovery Inn	£69.75	£69.75	£73.50							
Ibis Leeds Hotel	£71.00	£76.00	£76.00							
Ibis Styles Leeds City Centre Arena*	£72.00	£77.00	£77.00	£92.00						
Holiday Inn Express	£84.00	£84.00	£84.00							
Queens Hotel	£100.00	£112.00	£112.00							
The Met Hotel Leeds	£91.00	£101.00	£101.00							
Novotel Leeds Centre*	£144.00	£154.00	£154.00	£154.00						
Radisson Blu Hotel*	£150.00	£160.00	£160.00	£180.00**						
Number of Nights		x Price Per Night								= Accommodation Subtotal

*Family rooms can accommodate up to 2 adults and 2 children under 16 years. **Additional charge of £10.00 for each child aged 12-16

Please name everyone who will be staying in your room and tell us about any special accommodation requests, e.g. accessibility requirements:

Meals

Meal tickets can also be purchased at the IMC. Packed lunches should be collected from the Marquee, and all other meals will be served in the Refectory.

	Sun 30 June	Mon 01 July	Tues 02 July	Weds 03 July	Thurs 04 July	Total
Refectory Lunch						£9.25
Refectory Dinner						£11.50
Packed Lunch						£5.75
Barbeque (3 July only)						£11.50

Subtotal:

Please tell us about any dietary requirements. We cannot guarantee we will meet your requirements unless you inform us in advance.

Events, Excursions, and Workshops

		Time	Price	Number of tickets	Total
Sun 30 June	Excursion: The Castles of Sheriff Hutton and Pickering	10.00-19.00	£42.50		
Sun 30 June	Excursion: Fountains Abbey	11.00-19.30	£41.50		
Sun 30 June	Workshop: Bookbinding	13.00-17.00	£41.50		
Sun 30 June	Workshop: Combat	13.30-16.00	£15.00		
Mon 01 July	Excursion: Tuxford Museum of the Horse	13.00-19.00	£24.50		
Mon 01 July	Excursion: Calverley Old Hall	13.30-16.30	£16.50		
Mon 01 July	Workshop: Storytelling for Medievalists	19.00-21.00	£8.50		
Mon 01 July	Workshop: Embellished Book Covering	19.00-21.00	£28.50		
Mon 01 July	Event: 'Sing, Sing, O Heavenly Choir!': A Selection of Medieval Music	19.00-20.30	£12.50		
Tues 02 July	Excursion: Towton Battlefield	13.30-18.00	£17.50		
Tues 02 July	Workshop: Arms and Armour Replica Handling Session	20.00-21.30	£7.50		
Tues 02 July	Event: The Marshal's Music	20.30-22.00	£14.50		
Weds 03 July	Excursion: The Royal Armouries Museum	14.30-19.00	£19.50		
Weds 03 July	Workshop: Traditional Jewish Scribal Practices	19.00-21.00	£17.50		
Thurs 04 July	Excursion: Beverley Minster and Town	09.00-18.45	£37.50		
Thurs 04 July	Excursion: Sir John Marmion and the Marmions of West Tanfield	13.30-19.30	£27.50		
Thurs 04 July	Workshop: RedeZINEing Knowledge	16.00-18.30	£5.00		

Subtotal:

Donations

I would like to make a donation of £

To the IMC Bursary Fund

To the Leeds Medieval Studies
Endowment Fund

I am a UK taxpayer eligible for Gift Aid (see notes for more details)

Miscellaneous Requirements

Please provide details of any additional requirements you have (use an additional page if necessary). All requirements should be made known to the IMC administration team by 13 May 2019, although every attempt will be made to accommodate requests received after this date.

Payment Details

I enclose a cheque payable to 'University of Leeds' (see notes for exchange rates):

Subtotal:

I will contact the IMC on +44 (113) 343-3619 to make a credit or debit card payment:

Bursary deduction:

Other (contact the IMC before sending form):

TOTAL:

Please sign to show that you accept the conditions outlined in this form and to confirm that you have read and agreed to the IMC terms and conditions at www.imc.leeds.ac.uk/registrations/terms



LEEDS INTERNATIONAL
**MEDIEVAL
CONGRESS**