
INNOVATION FOR CHANGE

ICF NATIONAL CONFERENCE 2018

Important Booking Notes & Ticket Information

We are delighted that you are considering making a booking for ICF's National Conference 2018 which will take place on 2-3 May 2018 at the **Edinburgh International Conference Centre**, The Exchange Edinburgh, 150 Morrison Street, Edinburgh, EH3 8EE.

It is important that you read the notes below before making your ticket selection from those shown on page 2 and connecting to the ICF booking system via the ICF website. We suggest that ICF members log into the Members Area first as this will populate your booking with your details.

Accommodation is not included

Bookers/Delegates are responsible for ensuring booking their own accommodation if required. ICF has arranged preferential delegate rates at the Hilton Edinburgh Grosvenor Hotel but there are also other accommodation providers near-by. Please refer to 'Where to Stay' in the Conference details.

Conference Reception and Dinner

The Conference Reception and Dinner will be held at The Scottish Café and Restaurant which overlooks Prices Street Gardens and is part of the National Galleries of Scotland. It takes place on the evening of Wednesday 2 May 2018. Tickets include a welcome drink, a three-course dinner with wine or soft drinks and an after-dinner address by our guest speaker Mark Stevenson, the renowned author and futurologist.

As numbers are limited for the dinner, priority will be given to those who have booked a conference ticket although a very limited number of '**Dinner Only**' tickets may be available for delegates who wish to bring a guest.

Continuing Professional Development (CPD)

CPD points are awarded on a self-assessment basis and delegates should only record credits commensurate with their participation. As a guide, it is reasonable for ICF Professional Members to allocate up to 20 hours CPD when attending all parts of this event including the AGM.

One-Day Conference Tickets

One-day tickets will only admit you to the conference on the day booked as confirmed on your receipt.

ICF Students

ICF Students are very welcome at the conference and there is a discounted ticket type for two-day and on-day attendance.

Terms and Conditions of Booking the Conference and/or Dinner

All bookers and/or delegates must read the event specific terms and conditions carefully as by making a booking you are accepting these terms and conditions. All bookings will be confirmed in writing electronically. Your confirmation is your VAT receipt if your ticket choice incurs VAT.

Travel & Visas

Delegates are responsible for making their own travel arrangements to and from the conference and to and from any events related to the conference. Delegates travelling from overseas are responsible for ensuring that they have the necessary paperwork required to enter the UK such as a valid visa. Visit the [UK Border Agency](#) for guidance and in particular the section on visiting for business.

VAT

Delegate tickets for the conference are not subject to VAT. Tickets which include the Conference Reception/Dinner incur VAT for the dinner part of the ticket only. The VAT element will be shown against each ticket on the booking/payment confirmation which is also your VAT receipt.

Ticket types for the Conference follow...

Tickets available for Innovation for Change – New drivers for tomorrow's forestry

Ticket Description	GBP
Early Bird Two-Day Conference Ticket [Standard Ticket Price from 1 January 2018: £325] Includes: - Admittance to the conference and exhibition on Wednesday 2 and Thursday 3 May 2018 at the Edinburgh International Conference Centre - All conference delegate materials, lunches and refreshments on each day Does not include the Conference Dinner and therefore is not subject to VAT. To attend the Conference Dinner please add a Dinner Ticket when making your booking.	£275
One-Day Conference Ticket for Day 1: Wednesday 2 May 2018 Includes: - Admittance to the conference on Wednesday 2 May 2018 at the Edinburgh International Conference Centre - Delegate materials, meals and refreshments during the day. Does not include the Conference Dinner and therefore is not subject to VAT. This ticket does not allow access to the conference on Day 2. To attend the Conference Dinner please add a Dinner Ticket when making you booking.	£190
One-Day Conference Ticket for Day 2: Thursday 3 May 2018 Includes: - Admittance to the conference on Thursday 3 May 2018 at the Edinburgh International Conference Centre - Delegate materials, meals and refreshments during the day. Does not include the Conference Dinner and therefore is not subject to VAT. This ticket does not allow access to the conference on Day 1. To attend the Conference Dinner please add a Dinner Ticket when making you booking.	£190
Student Two-Day Conference Ticket Only A limited number of Two-Day places are available for ICF Student members. Includes: - Admittance to the conference and exhibition on Wednesday 2 and Thursday 3 May 2018 at the Edinburgh International Conference Centre - Conference delegate materials, meals and refreshments - Student subsidy Does not include the Conference Dinner and therefore is not subject to VAT. To attend the Conference Dinner please add a Dinner Ticket when making you booking.	£130
Student One-Day Conference Tickets A limited number of One-Day places are available for ICF Student members on either Day 1 or Day 2 of the Conference. Includes: - Admittance on selected day - Conference delegate materials, meals and refreshments on that day - Student subsidy Does not include the Conference Dinner and therefore is not subject to VAT. To attend the Conference Dinner please add a Dinner Ticket when making you booking.	£65
Add Ticket to the Conference Dinner Includes: - ICF President's Drinks Reception - Three course Conference Dinner with wine or soft drinks - After Dinner Speaker - VAT (£9.17)	£55