

Registration Form

HANDS-ON FLOW CYTOMETRY COURSE 26TH – 29TH JANUARY 2027

Registration Name: _____

Information

Company Name: _____

Address and Postal Code: _____

Email Address and Telephone: _____

Dietary Requirements / Any Other Special Needs: _____

Registration Fees

Fee: £1450 Academic Rate or £1850 Industrial Rate £ _____

The registration fee covers all accommodation, meals (except Wednesday evening), refreshments, tuition, laboratory consumables, a bound copy of all course notes and a special course dinner on the Thursday evening. *Please note that fees are payable in advance. Joining instructions will not be sent out until payment has been made in full.*

Extra accommodation: A limited number of rooms (en-suite) are available before and after the course. These can be reserved at an additional cost per night for bed and breakfast (payable in advance).

Please reserve me B & B for the additional nights of *(give dates)*

Monday night: £120	Date: _____	£ _____
Friday night: £170	Date: _____	£ _____
Total		£ _____

Parking permits: You may purchase a parking permit at an additional cost per day. Please be aware this will not guarantee a space as the campus car parks have limited capacity.

Please reserve University campus car parking for the additional days of *(give dates)*

Tuesday: £5	Date: _____	£ _____
Wednesday: £5	Date: _____	£ _____
Thursday: £5	Date: _____	£ _____
Friday: £5	Date: _____	£ _____
Total		£ _____

The course is VAT exempt, being part of the University's continuing education programme.

Payment Details

Bank Transfer

☐ (Please contact us for full bank details)

Invoice

☐ (Please send a purchase order from your organisation)

Data Protection

Before submitting this form, please read the Privacy Notice overleaf which sets out how we use your data. If you have any questions or concerns, please contact us at btf-enquiries@york.ac.uk before submitting your registration.

The University would like to publish a list of delegates via the course booklet so you can network with your fellow delegates from the course afterwards. Please tick here if you are happy for your name to appear in this document. ☐

We would also like to keep in touch with you to send you information about upcoming conferences and courses. If you would *not* like to receive communication from us please tick here. ☐

Further Information

Please return this registration form and your payment to:

Course enquiries, Technology Facility, Department of Biology (Area 15), University of York, York YO10 5DD, UK Tel: +44 (0)1904 328821 - Fax: +44 (0)1904 328804 - E-mail: btf-enquiries@york.ac.uk.

We strongly recommend you have an insurance policy in place for your registration to this course - to cover any unforeseen circumstances. There will be a 10% administrative charge for cancellations received in writing up to 28 working days before the course start date, after which no refund will be made. Substitutions may be made at any time, providing you inform us in writing.

Signature and date: _____

Privacy Notice

The information provided on this form will be used by the University of York Biology Technology Facility for the purposes of enrolling you onto the Flow Cytometry Hands-On Course. Data will be processed because it is necessary for the performance of a contract or to take steps to enter into a contract i.e. to deliver the training course to you.

If you have ticked the box to say you are happy to share your contact information via the course booklet, your data will be shared with fellow course delegates, only, for the purpose of networking. Data will be processed with your consent.

If you have agreed to receive future communications from us in relation to upcoming conferences and courses, this data will be processed with your consent. You can, of course, unsubscribe from these communication at any time.

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data. If you have agreed for your contact details to be shared with other attendees, this information may be transferred outside the European Economic Area.

The University will retain your data in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University's Records Retention Schedule.

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. You can verify or correct information in your student record at any time by following the guidance here, <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Data Protection Officer at dataprotection@york.ac.uk

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns