



## The 5th QHRN Conference – Training Workshops Terms and Conditions for Delegates

It is your responsibility to ensure all details given on the online registration form are accurate and that you pay careful attention to any online accessibility requirements, particularly if you are making the booking on behalf of someone else.

It is your responsibility to ensure you have the permission of each person you register to provide their personal details, including email address, for workshop registration.

In attending the QHRN Conference Workshops as a delegate, you can expect:

- An online workshop providing content and learning equivalent to what might be delivered in a whole day face-to-face event
- Delivery pitched to those who have some understanding of qualitative research methods in health, designed to provide you with an in-depth understanding of a particular methodology or topic.
- At least two hours of live interactive content.
- A range of other self-paced content provided in various ways, such as pre-recorded videos, preparatory reading material or viewing, follow-up resources etc. There may be expectations in some workshops for delegates to complete specific tasks or preparatory work before attending the live component of the workshop, or follow up tasks having attended.
- A maximum of 30 delegates in the workshop, and a minimum of 10 delegates.
- Speakers who are experts in the specific methodological topic of the workshop.
- Opportunities to keep in contact with other delegates

Please do let the organisers know of any online accessibility requirements you have in advance of the workshops.

### **Workshop bursary policy**

We are offering up to 5 bursary places for each workshop for:

- self-funded researchers and members of the public
- researchers from lower-middle income countries.

To apply for a bursary, you are required to register for the workshop/s you wish to attend at the regular rate. Please then email [qhrn@ucl.ac.uk](mailto:qhrn@ucl.ac.uk) making your case in no more than 300 words for why you meet the bursary rate eligibility criteria. If you are awarded the bursary, you will be refunded £25 from your workshop booking.

We will consider all bursary applications in two rounds.

Round 1: The deadline for the first round is November 30th 2020. For this round, you will be informed if you were successful in December. Refunds will be paid by end of January 2020.

Round 2: The deadline for the second round is March 14th (or until all courses are full, whichever occurs first). For this round, you will be informed if you were successful by the end of March 2020. Refunds will be paid by end of April 2020.

An individual is only eligible to receive a bursary on one workshop (eg, if you choose to sign up to more than one workshop, you will only receive the £25 refund for one workshop).

Students eligible to receive the student discount are not eligible to apply for a bursary place.

### **Workshop cancellation and substitution policy**

For cancellation requests submitted on or before Monday 18<sup>th</sup> January 2021 75% of the workshop registration fee will be refunded.

For cancellations requests submitted after Monday 18<sup>th</sup> January 2021 no refunds will be made.

Please note that if at the point of cancellation an invoice for the workshop registration fee has been delivered but remains unpaid in whole or in part then:

- If a cancellation request is submitted on or before Monday 18<sup>th</sup> January 2021 25% of the workshop registration fee remains due from the cancelling delegate
- If a cancellation request is submitted after Monday 18<sup>th</sup> January 2021 the whole of the workshop registration fee remains due from the cancelling delegate

You must follow these instructions to notify us of any substitutions or cancellations. Substitutions are offered free of charge.

If a registered delegate is unable to attend the workshop and there will be no substitution he/she should:

1. Email the request to cancel to [ghrn@ucl.ac.uk](mailto:ghrn@ucl.ac.uk) stating the name, email address and institution of the registered delegate who's booking you wish to cancel

If a registered delegate is unable to attend the workshop but wishes to substitute someone to attend in his/her place then he/she should use the above procedure notifying the substitute details, i.e. name, job title, organisation, email address and any special requirements.