

## **Booking System for BSSG Symposium**

### **Majestic Hotel Harrogate**

#### **September 16<sup>th</sup>/20<sup>th</sup> September 2020.**

- 1) All bookings made direct to the hotel using Telephone number (+44) 01423 700 300 option 1 or email 'Reservations@doubletree-harrogate.co.uk'
- 2) Booking form sent to Matthew Myles, email: - [m.myles@uea.ac.uk](mailto:m.myles@uea.ac.uk)
- 3) All payments to be made to BSSG, cheques payable to BSSG. For bank details contact Matthew Myles, email: - [m.myles@uea.ac.uk](mailto:m.myles@uea.ac.uk)
- 4) Bookings will not be accepted unless accompanied by full payment.
- 5) To confirm booking of optional days payment must be made to hotel from BSSG account by BACS transfer.
- 6) Hotel will confirm booking once relevant payments have been made.
- 7) 100% payment to be completed no later than 30 days prior to event date.