

# CCP4

**Study Weekend  
10-12 January 2018  
Nottingham University**

## **Information on Payment**

STFC uses Shared Services to administer payments and no cash can be taken at the event to pay for attendance at the Study Weekend. You will need to pay beforehand by using the methods included in this document. If you require invoicing, please email Helen Walker in good time to ensure payments have been received before the conference. Please ensure that if your institution requires a purchase order to be quoted on your invoice that you send this to us ASAP.

NOTE: PLEASE NOTE THAT WE ARE UNDER NEW FINANCIAL RULES AND STRICTLY NO CASH WILL BE ACCEPTED FOR PAYMENT AT THE CONFERENCE.

**ALL PAYMENTS FOR THE STUDY WEEKEND MUST BE RECEIVED BY 11 DECEMBER 2017 (UNLESS AN INVOICE HAS BEEN REQUESTED WHEN IT SHOULD BE PAID PRIOR TO THE CONFERENCE).**

Payment can be made in advance by the following methods:

### **BY CREDIT CARD USING Bucksnet:**

STFC / Rutherford Appleton Laboratory are able to accept Credit Card payments using the Bucksnet system. In order to pay your registration fees using Bucksnet please have your card details available when you complete the online registration form and proceed to payment.

Should you miss this opportunity to pay during the registration process you will need to log back into your account and Proceed to Payment from there. Easiest way is to pay on line by credit card.

### **BY INVOICE:**

Please contact Helen Walker ([ccp4\\_study\\_weekend@stfc.ac.uk](mailto:ccp4_study_weekend@stfc.ac.uk)) with invoicing details (including Purchase Orders where necessary) in good time to ensure payments have been received before the conference.

Please ensure that if your institution requires a purchase order to be quoted on your invoice that you send this to us ASAP.

### **BY CHEQUE:**

Please make the cheque payable to "Science and Technology Facilities Council" and send to:

Helen Walker  
STFC  
Rutherford Appleton Laboratory  
R89  
Harwell Campus,  
Didcot,  
OX11 0QX, UK

Only cheques made payable to "Science and Technology Facilities Council" will be accepted. Cheques made payable to any other organisation or groups cannot be accepted and will be returned.

Bucksnet and invoices are the preferred method of payment for the Study Weekend. However, if you are unable to pay in this way we can offer payment by bank transfer.

### **BANK TRANSFER**

Our bank details for bank transfers are included below.

If you are unable to pay using credit card or invoice, we have provided alternative options which should be used only if credit card or invoice are not available.

Information on Payment Using Bank Transfers into National Westminster Bank:

#### **STERLING ACCOUNT**

Account Name: STFC NW

Account Number: 10011420

Sort Code: 60-70-80

IBAN: GB76NWBK60708010011420

SWIFT: NWBKGB2L

#### **EURO ACCOUNT**

Account Name: GBS RE STFC EUR GENERAL

Account Number: 85014036

Sort Code: 60-72-03

IBAN: GB73NWBK60720385014036

SWIFT: NWBKGB2L

**Please quote "CCP4 Study Weekend 2018 / Your Name / STEA00272 01" on all Bank Transfers.**

NOTE: If you are paying by bank transfer then you MUST indicate on your transfer form that your institution will accept any charges arising from the transfer. STFC will not accept any charges arising from bank transfers.

**NOTE: ALL PAYMENTS MUST BE RECEIVED FOR THE STUDY WEEKEND BY 11 DECEMBER 2017**