

Delegate booking form

Please: Complete the relevant sections of this booking form and return either by post or fax to:

Society of Archivists Conference Desk, White Rose Events, Unit 19 Jessops Riverside, 800 Brightside Lane, Sheffield, S9 2RX

Tel: 0114 242 4050, **Fax:** 0114 242 4075, **e-mail:** societyofarchivists@whiteroseconferences.co.uk

Photocopy additional copies of this form as required and complete a separate form for each delegate.

Complete the booking form in **BLOCK CAPITALS**.

SECTION ONE – PERSONAL INFORMATION

Title **Forename** **Surname**

Society Membership Number (MUST be completed if applicable to qualify for Member Rates)

Please tick the box if this is your first time at a Society of Archivists Conference?

Organisation (as it should appear on your name badge)

Position (please circle) ARCHIVIST / CONSERVATOR / RECORDS MANAGER or Other (please state)

Contact Address

Postcode

Telephone **Fax**

E-mail

Special Requirements (i.e. dietary, access)

Where did you hear about the Conference?

SECTION TWO – FULL CONFERENCE ATTENDANCE

I wish to attend the full conference, to include catering, from Wednesday 01 to Friday 03 September 2010 inclusive:

(PLEASE TICK AS APPROPRIATE) YES NO - if the answer is no, please go to Section Three

I will be attending the Conference Gala Dinner, which will take place at the Ramada Piccadilly Hotel, Manchester on Thursday 02 September **Please note that this is included in the full conference rate.**

I will require accommodation at the Ramada Piccadilly Hotel, Manchester, subject to availability, on Wednesday and Thursday night:

(PLEASE TICK AS APPROPRIATE) YES NO

I will also require accommodation on the following night(s): TUESDAY FRIDAY

I will require the following accommodation type: (PLEASE TICK AS APPROPRIATE)

SINGLE

TWIN OCCUPANCY

DOUBLE OCCUPANCY

If you have selected twin or double occupancy, please state the name and organisation of the additional person in the room. Please note that payment will be divided equally, unless otherwise advised:

Name:

Organisation:

Please refer to the rates in section Five/Six.



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SECTION THREE – DAY DELEGATES

(Please DO NOT complete this section **if you will be attending the full conference and have completed section two**)

I wish to attend the conference, to include catering, on the following day(s): (PLEASE TICK AS APPROPRIATE)

The Day Delegate Rate is £165.00 for members and £275.00 for non members.

WEDNESDAY

THURSDAY – HALF DAY RATE APPLIES

INFORMATION MARKETPLACE ONLY – NO CHARGE

FRIDAY

I will require accommodation at the Ramada Hotel, Manchester, subject to availability, on the following nights:

(PLEASE TICK AS APPROPRIATE)

TUESDAY WEDNESDAY THURSDAY

I will require the following accommodation type: (PLEASE TICK AS APPROPRIATE)

SINGLE TWIN OCCUPANCY DOUBLE OCCUPANCY

If you have selected twin or double occupancy, please state the name and organisation of the additional person in the room. Please note that payment will be divided equally, unless otherwise advised:

Name:

Organisation:

I would like to pre-book for the following evening meal(s): (PLEASE TICK AS APPROPRIATE)

EVENING MEAL WEDNESDAY

CONFERENCE GALA DINNER

The evening meal on Wednesday and the Conference Gala Dinner on Thursday will take place at the Ramada Piccadilly Hotel, Manchester.

Please refer to the rates in section Five/Six.

SECTION FOUR – GUEST ATTENDANCE

Guests of delegates are welcome to join us for lunch and/or for dinner each evening of the conference. Please advise us of your guest(s) name and requirements:

Guest Name:

Guest' Special Requirements (i.e. dietary, access)

My Guest will accompany me on the following lunches:

Lunch:

Wednesday (charged at £18.00) Thursday (charged at £18.00) Friday (charged at £18.00)

My Guest will accompany me on the following dinners:

Dinner:

Wednesday (charged at £30.00) Thursday – Conference Gala Dinner (charged at £70.00)



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SECTION FIVE – SCALES OF CHARGES for MEMBERS

Full Conference Attendance with Two Nights Accommodation	£499.00
Full Conference Attendance only	£420.00
Daily Rate (1 or 2 days ONLY)	£165.00
Half Day Delegate Rate – Thursday ONLY	£105.00
Information Market Place – from 14:00 Thursday ONLY	Free of Charge
Accommodation Rates for Single Occupancy	£110.00 Tuesday/£110.00 Wednesday/£110.00 Thursday
Accommodation Rates for Twin or Double Occupancy (per room)	£120.00 Tuesday/£120.00 Wednesday/£120.00 Thursday
Evening Meal Wednesday	£25.00
Conference Gala Dinner	£50.00 chargeable ONLY to people paying daily rate who wish to attend the Conference Gala Dinner on Thursday, 02 September 2010

The Gala Dinner is included in the full conference rate.

SECTION SIX – SCALES OF CHARGES for NON MEMBERS & GUESTS

Full Conference Attendance with Two Nights Accommodation	£799.00
Full Conference Attendance ONLY	£720.00
Daily Rate (1 or 2 days ONLY)	£275.00
Half Day Delegate Rate – Thursday ONLY	£199.00
Information Market Place – Thursday ONLY	Free of Charge
Accommodation Rates for Single Occupancy	£120.00 Tuesday/£120.00 Wednesday/£120.00 Thursday
Accommodation Rates for Twin or Double Occupancy (per room)	£130.00 Tuesday/£130.00 Wednesday/£130.00 Thursday
Guest Lunches	£18.00
Evening Meal Wednesday	£30.00
Conference Gala Dinner	£70.00 chargeable ONLY to people paying daily rate who wish to attend the Conference Gala Dinner on Thursday, 02 September 2010

The Gala Dinner is included in the full conference attendance rate.

SECTION SEVEN – KEY TO RATES

- Full conference attendance (Wednesday - Friday) includes morning coffee, lunch and afternoon tea on Wednesday, Thursday and Friday. The rate also includes the Evening Buffet on Wednesday and the Conference Gala Dinner on Thursday.
- Accommodation rates include accommodation at the Ramada Piccadilly Hotel, Manchester, subject to availability, with full English breakfast.
- Daily rate (1 or 2 days) includes morning coffee, lunch and afternoon tea each day of attendance.
- The Conference Gala Dinner rate is applicable to those delegates being charged on a daily rate ONLY and will take place at the Ramada Piccadilly Hotel, Manchester.
- The rates are exempt of VAT. Therefore no VAT is reclaimable by delegates.
- Member Rates are only applicable where the delegate provides a valid Membership Number.

SECTION EIGHT – PAYMENT

ALL PAYMENTS MUST BE RECEIVED PRIOR TO ATTENDANCE AT THE CONFERENCE – IF PAYMENT IS NOT RECEIVED, CONFERENCE INFORMATION WILL NOT BE ISSUED

Please send an invoice for £..... (All payments MUST be in £ sterling)

Please ensure that the invoice recipient named on this form is the person responsible for the processing and payment of the invoice.

Contact Name:

Contact Address:

Contact Telephone Number (if different from overleaf)

Purchase Order No (if applicable)

or I enclose a cheque for £..... payable to: Society of Archivists Conference addressed to: Society of Archivists Conference Desk.

The address can be found at the top of page one of this booking form.

SECTION NINE – BOOKING DECLARATION

Data Protection and Terms and Conditions:

I have read and agree to be bound by the booking conditions printed below and understand that payment **MUST** be received prior to the conference.

Signed..... Date

I agree that my name will be included on the delegate list, which will be made available to all attendees including Information Marketplace participants. If no response is given, I understand that my details will be included on the delegate list, as no objection to this will have been received.

(PLEASE CIRCLE AS APPROPRIATE) - YES / NO

Data Protection Act 1998: The personal data that you are giving will be used for the purposes of administering the Society of Archivists Conference. It will not be passed on to unrelated third parties. It will be stored and disposed of appropriately.

Terms and Conditions: This booking form constitutes a legally binding agreement. Cancellations confirmed in writing by Wednesday, 07th July 2010 will be subject to a full refund minus an administration charge of 25% of the conference fee. Cancellations confirmed in writing between Thursday, 08th July 2010 and Friday 13th August 2010 will be subject to a charge of 50% of the conference fee. After that date, we regret that no refund can be given for whatever reason, although substitutes will be accepted if notified in writing prior to the event. Bookings made after Friday 13th August 2010 will only be accepted with full payment by cheque enclosed with booking form or by credit card. These payments are non-refundable. If you have not received confirmation and further details by Friday 20th August 2010, please contact the Conference Organisers. The Organisers cannot be held responsible for the non-arrival of information. Full payment **MUST** be received **NO LATER** than Friday 27th August 2010. **Conference details will be issued subject to receipt of payment.**

The Society of Archivists is registered as a Charity in England and Wales. Charity No. 1041063. Company limited by guarantee No. 2969472.

