

Society of Archivists Annual Conference

Marriott Hotel, Bristol City Centre
01-04 September 2009

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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**)

Is this your first time at a Society of Archivists Conference? Please tick if yes:

Organisation (as it should appear on your name badge).....

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

Contact Address.....

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 Tuesday 01 to Friday 04 September 2009 inclusive: (**PLEASE TICK AS APPROPRIATE**)

YES

NO If the answer is no, please go to Section Three

I will require accommodation at the 4* Marriott Hotel, Bristol City Centre from Tuesday to Thursday inclusive: (**PLEASE TICK AS APPROPRIATE**)

YES

NO

I will also require additional accommodation on the following night(s): (**PLEASE TICK AS APPROPRIATE**)

MONDAY (charged at £95.00 to include breakfast)

FRIDAY (charged at £95.00 to include breakfast)

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

SINGLE (This option denotes the single occupancy of a double room)

TWIN SHARE

DOUBLE SHARE

If you have selected twin or double share, please state the name and organisation of the additional person in the room:

Name:

Organisation

Unless otherwise advised, each organisation will be invoiced equally for the total accommodation fees

As I am attending the entire conference, I will be attending the Conference Gala Dinner on Thursday 03 September - **included in the full conference rate**
(The Gala Dinner will take place at the Pump Rooms and the Roman Baths, Bath)

I will NOT be attending the Conference Gala Dinner

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 £160.00 for members and £250.00 for non members.

- TUESDAY
- WEDNESDAY – HALF DAY RATE APPLIES INFORMATION MARKETPLACE ONLY – NO CHARGE
- THURSDAY
- FRIDAY

I will require accommodation at the 4* Marriott Hotel, Bristol City Centre on the following nights: **(PLEASE TICK AS APPROPRIATE)**
Accommodation will be charged at £95.00 per night and will include breakfast.

- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY

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

- SINGLE (This option denotes the single occupancy of a double room)
- TWIN SHARE
- DOUBLE SHARE

If you have selected twin or double share, please state the name and organisation of the additional person in the room:

Name:

Organisation

Unless otherwise advised, each organisation will be invoiced equally for the total accommodation fees upon receipt of both booking forms.

I would like to pre-book for the following evening meal(s): **(PLEASE TICK AS APPROPRIATE)**
The evening meals on Tuesday and Wednesday will be held at the Marriott Hotel, Bristol City Centre. Please refer to the rates in section 5/6

- EVENING MEAL TUESDAY
- EVENING MEAL WEDNESDAY
- CONFERENCE GALA DINNER (The Gala Dinner will take place at the Pump Rooms and the Roman Baths, Bath)

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:

My Guest will require breakfast on the following days:

- Tuesday (charged at £14.95) Wednesday (charged at £14.95) Thursday (charged at £14.95) Friday (charged at £14.95)

My Guest will accompany me on the following lunches:

- Tuesday (charged at £18.50) Wednesday (charged at £18.50) Thursday (charged at £18.50) Friday (charged at £18.50)

My Guest will accompany me on the following dinners:

- Tuesday (charged at £40.00) Wednesday (charged at £40.00) Thursday – Conference Gala Dinner (charged at £70.00)

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

SECTION FIVE – SCALES OF CHARGES for MEMBERS

Full Conference Attendance with Three Nights Accommodation – EarlyBird	£595.00 (Booked on or before Monday, 15 June 2009 ONLY)
Full Conference Attendance with Three Nights Accommodation	£615.00
Full Conference Attendance with Three Nights Shared Accommodation	£585.00
Full Conference Attendance ONLY	£570.00
Wednesday and Thursday Package including evening meals and accommodation	£485.00
Daily Rate (1, 2 or 3 days ONLY)	£160.00
Half Day Delegate Rate – Wednesday ONLY	£ 90.00
Information Market Place – from 14:00 Wednesday ONLY	Free of Charge
Additional Nights Accommodation	£95.00 per night Monday to Friday inclusive
Evening Meal Tuesday and/or Wednesday	£35.00 each
Conference Gala Dinner	£50.00 (chargeable ONLY to people paying daily rate who wish to attend Conference Gala Dinner on Thursday, 03 September 2009)

The Gala Dinner is included in the full conference attendance rate

SECTION SIX – SCALES OF CHARGES for NON MEMBERS & GUESTS

Full Conference Attendance with Three Nights Accommodation	£850.00
Full Conference Attendance with Three Nights Shared Accommodation	£820.00
Full Conference Attendance ONLY	£805.00
Wednesday and Thursday Package including evening meals and accommodation	£690.00
Daily Rate (1, 2 or 3 days ONLY)	£250.00
Half Day Delegate Rate – Wednesday ONLY	£180.00
Information Market Place – from 14:00 Wednesday ONLY	Free of Charge
Additional Nights Accommodation	£95.00 per night Monday to Friday inclusive
Guest Breakfast	£14.95
Guest Lunches	£18.50
Evening Meal Tuesday and/or Wednesday	£40.00 each
Conference Gala Dinner	£70.00 (chargeable ONLY to people paying daily rate who wish to attend the Conference Gala Dinner on Thursday, 03 September 2009)

The Gala Dinner is included in the full conference attendance rate

SECTION SEVEN – KEY TO RATES

- Full conference attendance (Tuesday - Friday) includes morning coffee, lunch, afternoon tea & dinner each day of attendance & also includes the Gala Dinner
- Accommodation rates include accommodation at the 4* Marriott Hotel, Bristol City Centre and full English breakfast
- Booking Forms received by 17:00 on Monday, 15 June 2009 will qualify for the Early Bird Rate when booking full conference attendance and accommodation
- Daily rate (1, 2 or 3 days) includes morning coffee, lunch and afternoon tea each day of attendance
- The Wednesday and Thursday package rate includes attendance at the conference on Wednesday and Thursday as well as accommodation – with breakfast – on Wednesday and Thursday night. Also included is the evening meal on Wednesday and the Gala Dinner on Thursday
- The Conference Gala Dinner rate is applicable to those delegates being charged on a daily rate ONLY.
- The Conference Gala Dinner will take place at the Pump Rooms and the Roman Baths, Bath on Thursday, 03 September 2009
- Unless otherwise specified, all activities, meals and accommodation will take place on site at the Marriott Hotel, Bristol City Centre
- 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)

The contact name & address as over: / The contact details given below:

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 - see address on first page of 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, 01st July 2009 will be subject to a full refund minus an administration charge of 25% of the conference fee. Cancellations confirmed in writing between Thursday, 02nd July 2009 and Friday 14th August 2009 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 14th August 2009 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 21st August 2009, 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 28th August 2009. **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