

## **BESA Annual Conference, Liverpool, 27-28 June 2008 INSTRUCTIONS FOR REGISTRATION & SUBMISSION OF PAPER PROPOSAL**

***To register successfully please follow these instructions:***

- 1: If you have not already done so, save this document on to your own hard drive.
- 2: Use the forms provided to type in your details.
- 3: Remember to save a completed copy of your forms for your own records.
- 4: Return the completed form as an email attachment to Sheila Hayes, BESA Conference Manager, at [hayess@hope.ac.uk](mailto:hayess@hope.ac.uk)
- 5: Alternatively, print the forms out and post to Sheila Hayes, Education Deanery Office, Liverpool Hope University, Liverpool L16 9JD. (Tel: 0151 291 3463; Fax: 0151 291 3154)
- 6: If you have received this mailing in the post, you can request an electronic version by emailing Sheila Hayes at [hayess@hope.ac.uk](mailto:hayess@hope.ac.uk).
- 7: Please enclose payment by cheque or invoicing details otherwise we will be unable to reserve a place for you. Please make cheques payable to Liverpool Hope University.
- 8: When we receive a fully completed registration form, we will contact you to confirm your place.
- 9: Please note that all cancellations will incur a £50 processing fee. Refunds will not be made after 30<sup>th</sup> April 2008 unless the vacancy created can be filled.

**REGISTRATION FORM & PAPER PROPOSAL  
BESA ANNUAL CONFERENCE – Liverpool Hope University  
27-28 JUNE 2008**

<b>DELEGATE DETAILS</b>		
<b>TITLE:</b>	<b>FIRST NAME:</b>	<b>SURNAME:</b>
<b>PROFESSIONAL ROLE:</b>		
<b>EMPLOYING ORGANISATION:</b>		
<b>ADDRESS TO WHICH CONFERENCE MATERIAL IS TO BE SENT:</b>		
<b>POSTCODE:</b>		
<b>INVOICE FOR THE ATTENTION OF:</b>		
<b>TELEPHONE:</b>	<b>E MAIL:</b>	
<b>CONFERENCE RATES (please indicate the days/ rates that you require) All accommodation is in en suite arrangements</b>		

<b>BAND A</b> <b>Full Conference Residential</b> (Friday morning to Saturday lunch, full board including Conference Dinner)	<b>£220</b>
<b>BAND B</b> <b>Friday day rate</b> (inclusive of lunch and refreshments but excluding Conference Dinner and accommodation)	<b>£80</b>
<b>BAND C</b> <b>Saturday half day rate</b> (inclusive of lunch and refreshments but excluding accommodation)	<b>£60</b>
<b>BAND D</b> <b>Friday night accommodation only</b> (inclusive of bed and breakfast)	<b>£40</b>
<b>BAND E</b> <b>Saturday night accommodation only</b> (inclusive of bed and breakfast)	<b>£40</b>
<b>BAND F</b> <b>Executive Residential</b> (Thursday evening to Saturday lunch, full board including Conference Dinner)	<b>£250</b>
<b>BAND G</b> <b>Conference Dinner Friday 27 June (day attendees)</b>	<b>£30</b>

**Special Dietary Requirements: please indicate.**

**PAYMENT DETAILS**

**Full-time students deduct 20%**

**A cheque should be made payable to Liverpool Hope University or invoice details/Purchase Order number:**

**Total**

£

<b>PAPER/WORKSHOP/POSTER PROPSAL</b>
<b>TITLE OF PAPER/WORKSHOP/POSTER:</b>
<b>ABSTRACT:</b> (maximum 250 words)
<b>AUDIO VISUAL OR ROOM REQUIREMENTS</b> (All rooms have video, PowerPoint and overhead projection facilities; furniture is movable to create spaces)
<b>ANY OTHER REQUIREMENTS</b>

**Thank you for submitting this application and proposal. The convening team will scrutinise all proposals and contact you as soon as possible with a response. The closing date for proposals is 21 May 2008.**