



**BESA ANNUAL CONFERENCE
BATH SPA UNIVERSITY
July 6-7 2007**



**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 Angela Sinkins, BESA Conference Manager, at a.sinkins@bathspa.ac.uk
- 5: Alternatively, print the forms out and post to Angela Sinkins, BESA Conference Manager, Bath Spa University, Newton Park, Newton St Loe, Bath BA2 9NB or fax it to Angela on 01225 875499
- 6: If you have received this mailing in the post, you can request an electronic version by emailing Angela Sinkins at a.sinkins@bathspa.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 Bath Spa 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 30th April 2007 unless the vacancy created can be filled.

**REGISTRATION FORM & PAPER PROPOSAL
BESA ANNUAL CONFERENCE - BATH SPA UNIVERSITY
6-7 JULY 2007**

DELEGATE DETAILS		
TITLE:	FIRST NAME:	SURNAME:
PROFESSIONAL ROLE:		
EMPLOYING ORGANISATION:		
ADDRESS TO WHICH CONFERENCE MATERIAL IS TO BE SENT:		
POSTCODE:		
INVOICE FOR THE ATTENTION OF:		
TELEPHONE:	E MAIL:	
CONFERENCE RATES (please indicate the days/ rates that you require)		
Full Conference Residential (en suite) (Thursday evening to Saturday lunch, full board en suite)	£205	
Full Conference Residential (standard) (Thursday evening to Saturday lunch, full board standard rate)	£180	
Friday morning to Saturday Lunch, Full Board (en suite)	£170	
Friday morning to Saturday Lunch, Full Board Standard rate (standard)	£158	
Friday Day Rate	£70	
Saturday Half Day Rate	£48	
Saturday ensuite B&B (extra night)	£35	
Saturday standard B&B (extra night)	£22	
Conference Dinner Friday 6 July (day attendees)	£30	
Special Dietary Requirements		
PAYMENT DETAILS		
Full-time students deduct 20%		
A cheque should be made payable to Bath Spa University or invoice details/Purchase Order number:	Total	£ <input style="width: 80px; height: 20px;" type="text"/>

PAPER/WORKSHOP/POSTER PROPSAL

TITLE OF PAPER/WORKSHOP/POSTER:

ABSTRACT:
(maximum 250 words)

AUDIO VISUAL OR ROOM REQUIREMENTS

(All rooms have video, PowerPoint and overhead projection facilities; furniture is movable to create spaces)

ANY OTHER REQUIREMENTS

Thank you for submitting this application and proposal. The convening team will scrutinize all proposals and contact you as soon as possible with a response. The closing date for proposals is 1 June 2007. Thank you.