



Chartered
Institute of
Editing and
Proofreading

Pre-booking information

CIEP hybrid conference 2022

Editing in a diverse world

#CIEP2022

Kents Hill Park & online

Booking

Booking is open until 8 July for in-person places and 2 September for online. Any bookings for in-person places received after 8 July will be held on a waiting list, but places cannot be guaranteed.

Early-bird discount Bookings completed and paid in full by 5pm on 20 May will be eligible for an early-bird discount of £42 for a resident place or £13 for a non-resident or online place.

Choosing sessions Online session booking for in-person delegates will open on 18 July for selection of your preferred workshops and seminars, subject to availability. Sessions will be allocated on a first come, first served basis. Online delegates don't need to book which sessions they want to attend. Please note that recordings of sessions will be available to all delegates (both in person and online) for three months after the conference.

Cancellation for in-person delegates A non-refundable deposit of £50 is included in the conference fee. If you cancel before the closing date (8 July), we'll refund your fee minus the deposit. If you have to cancel your booking between 8 and 22 July, a partial refund may be possible if we can fill your place. Late cancellations (after 22 July) will not be eligible for a refund.

Cancellation for online delegates A non-refundable deposit of £50 is included in the conference fee. If you cancel before the closing date (2 September), we'll refund your fee minus the deposit. Any cancellations after this will not be eligible for a refund.

Conference timing

Timetable The conference formally begins with registration for in-person resident delegates from 3.30 on Saturday 14 September and ends at 4.45 on Monday 16 September. Day registration starts at 8.45 on Sunday and Monday. There are also optional activities for delegates on Saturday afternoon.

For online delegates, the conference will begin with networking activities on Saturday afternoon.

Pre-conference activities (for in-person delegates)

Speed networking Saturday 10 September, 2.30–4.00: This session will give you the opportunity to have short meetings with seven or eight other delegates. Most will be freelance editors and proofreaders, so the meetings aren't about pitching for work but about making connections and sharing experiences. At the end of the session you will have several ready-made contacts before the conference has kicked off in earnest. You can book this along with your other sessions in July.

Pre-conference tour Saturday 10 September, 1.30–4.00: Located on the Bletchley Park estate, the National Museum of Computing is home to the world's largest collection of working historic computers. Follow the development of computing, from the Turing-Welchman Bombe and Colossus of the 1940s through the large systems and mainframes of the 1950s, 60s and 70s, to the rise of personal computing and the rise of mobile computing and the internet. The cost of the tour is £20, which includes transport from the conference centre and back.

Other activities There will also be opportunities to get together in informal groups on the Saturday afternoon/early evening before the dinner and quiz. We'll announce details of these nearer the time.

In-conference information

This year we are going to make all of our information for delegates available on the conference app rather than supplying paper copies in folders. This helps to keep costs down and is also in line with our aim of being paper-free as far as possible. It will also allow delegates (both in person and online) to contact one another and chat during the conference. You will be able to download the app for free on both Apple and Android devices – more details will be sent to delegates nearer the time.

As not all delegates have a smartphone, we will also publish PDFs of the information on the website in advance of the conference for you to print off should you wish.

Fees

	CIEP member/ SI member	CIEP Corporate Subscriber/ NUJ/ALPSP/PI/AFEPI/Editors Canada/IPEd member	Non-member
Resident	£420	£475	£525
Non-resident (per day)	£128	£190	£210
Online	£129	£159	£199
Conference gala dinner (non- resident/guest)	£45	£45	£45

The CIEP member fee applies to Entry-Level Members, Intermediate Members, Professional Members, Advanced Professional Members, Retired Members and Friends.

The resident fee includes all conference sessions; all meals and refreshments from Saturday evening to Monday afternoon; gala dinner on Sunday; accommodation on Saturday and Sunday nights.

The non-resident fee includes all conference sessions from registration on the relevant morning until the end of that afternoon; lunch and refreshments.

All delegates will have access to session recordings for three months after the conference.

Housekeeping

Accommodation Accommodation is in (non-smoking) single-occupancy en-suite double or twin rooms. All rooms have a television, hairdryer, lockable drawer and tea- and coffee-making facilities. Accessible rooms are also available, with extra railings in the bathrooms, lower beds, wider doorways, an emergency call facility and space for wheelchairs; if you would like to book one of these rooms, please contact the conference director to confirm availability.

Bed and breakfast for an additional night before/after the conference, or on Saturday/Sunday (for day delegates), can be booked as an extra for £60 per night.

Guests Delegates are welcome to bring a guest. There is a guest bed and breakfast supplement of £10 per night for double occupancy, and other guest meals can also be booked as an extra, including the conference gala dinner. (Guests are not eligible to attend the conference itself.)

Internet access

Free Wi-Fi internet access is available throughout the conference venue. Internet speed is generally good, although we have found that the connection drops out on some devices if not used for a while. If this happens you just need to reconnect to the network.

Logistics & accessibility

Walking distances and accessibility There are four main buildings at Kents Hill Park: Swallow House (main reception, restaurant, bar, coffee lounge); Nightingale House (session rooms and conference registration); and Lapwing and Heron House (accommodation). Each building has two floors, with both lifts and stairs, and there are covered walkways connecting them.

Travel and parking Information about getting to Kents Hill Park is available [here](#). There is ample free parking around the conference centre and close to the accommodation.

If you're arriving by train, we plan to run a shuttle bus service on the Saturday and Monday for delegates to and from the venue. There will be a small fee for this, and we are exploring sustainable transport options in line with our Environment Policy. Details of timings will follow.

Other facilities available

There is a Nuffield Health Sports and Leisure Centre on-site for use by guests that offers a range of facilities including a 16-metre swimming pool, a fully equipped gym, squash courts, and a steam room and sauna.

Dignity Policy

By booking a place, either in person or online, at the CIEP conference, you are agreeing to abide by our Dignity Policy, available [here](#).

The CIEP aims to foster an environment in which all members feel safe and are empowered and equally able to play a part in all CIEP activities, whether in person or online. To help us do that, the policy and the accompanying complaints procedures draw on the law and best practices that apply to us as a membership association to:

- define the behaviours we consider unacceptable in CIEP spaces, including discrimination, harassment, victimisation and bullying
- explain how you can seek support or bring an incident to the CIEP's attention if you are the target of or witness to any such behaviours
- set out how a complaint under the policy will be handled and what the consequences might be.

Online booking & help

Book now Click [here](#) to return to the conference home page and begin booking your place at conference.

Help If you have any queries or difficulties when booking, please email conference@ciep.uk.