



Chartered  
Institute of  
Editing and  
Proofreading

## Pre-booking information

### CIEP hybrid conference 2023

#### Language matters

#### #CIEP2023

### Golden Jubilee Conference Hotel & online

#### *Booking*

Booking is open until 7 July for in-person places and 1 September for online. Any bookings for in-person places received after 7 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 2 June will be eligible for an early-bird discount of £46 for a resident place or £14 for a non-resident or online place.

**Choosing sessions** Session booking for in-person delegates will open in 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 (7 July), we'll refund your fee minus the deposit. If you have to cancel your booking between 7 and 21 July, a partial refund may be possible if we can fill your place. Late cancellations (after 21 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 (1 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 9 September and ends at 4.45 on Monday 11 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 9 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 to the Kelvingrove Art Gallery and Museum** Saturday 9 September, 1.30–4.00: The cost of the tour is £20, which includes transport from the conference centre and back, a 15-minute introduction to the collection with a knowledgeable guide, and plenty of time to explore the museum's 22 galleries.

**Informal activities** There will also be opportunities to get together in informal groups on the Saturday afternoon/early evening before the dinner and quiz. These will include a games room, a craft room, a book discussion group, a run and a stet walk.

### *In-conference information*

All information for delegates will be available on the conference app, so we won't be providing paper copies. This helps to keep costs down and is also in line with our aim to be 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	£460	£520	£575
Non-resident (per day)	£138	£207	£230
Online	£140	£175	£219
Conference gala dinner (non- resident/guest)	£50	£50	£50

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, iron and ironing board, and tea- and coffee-making facilities. Accessible rooms are also available; 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 £85 per night.

**Guests** Delegates are welcome to bring a guest. There is a guest bed and breakfast supplement of £15 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.

### *Logistics & accessibility*

**Walking distances and accessibility** All of the conference activities (except the pre-conference tour) will take place in the Golden Jubilee Conference Hotel. Sessions, social activities and meals will be on the ground floor, and accommodation on the floors above, which are accessible via lifts.

**Travel advice** Information about getting to the Golden Jubilee Conference Hotel is available [here](#). There is free parking for delegates at the conference centre.

### *Other facilities available*

The on-site Centre for Health and Wellbeing has a modern and well-equipped gym with qualified instructors; a 15-metre indoor swimming pool; a sauna, steam room and whirlpool; and spacious changing areas.

All facilities and classes are free to delegates.

You can find further details [here](#).

### *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](#).

### *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](mailto:conference@ciep.uk).