

Pre-booking information

27th annual conference

Let's talk about text

Aston University, 10–12 September 2016

Booking

Booking is open until 8 July. Any bookings received after this will be held on a waiting list, but places cannot be guaranteed.

Early booking Bookings completed and paid in full by 22 April will be eligible for an early-bird discount of £40 or £12, on the fees for a resident or non-resident place respectively.

Choosing sessions Online booking 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.

Cancellation A non-refundable deposit of £50 is included in the conference fee. If you have to cancel your booking, a partial refund of the balance may be possible if we can fill your place. Late cancellations (after 22 July) will not be eligible for a refund.

Conference timing & AGM

Timetable The conference begins with registration for resident delegates at 3.45 on Saturday 10 September and ends at 4.30 on Monday 12 September. Day registration starts at 8.30 on Sunday and Monday.

AGM Saturday 10 September, 4.45; there is no charge to attend the AGM but please indicate when booking online if you intend to be present.



Pre-conference events

Pre-conference courses Saturday 10 September, 9.30–4.30:

- **Going freelance and staying there:** this course considers how to set up a freelance business, from the pitfalls of tax to ways of maintaining an effective work-life balance, and how to sustain it. To book a place on this pre-conference course, click [here](#) (SfEP website).
- **Practical mark-up of PDFs:** this course looks at the range of tools available in Acrobat Reader DC, from how to communicate changes when using commenting tools, to how to use shortcut keys and customise tool bars. To book a place on this pre-conference course, click [here](#) (SfEP website).

Software workshops Saturday 10 September, 2.00–4.00: Workshops on FRedit and Google Docs. You will be able to book a place when session selection opens on 18 July.

Pre-conference tour Saturday 10 September, 1.30–4.00. **Literary heritage tour of Birmingham:** On this walking tour we will hear about and see sites associated with many authors who lived and wrote in and around Birmingham, including J.R.R. Tolkien, John Wyndham, David Lodge, and even Barbara Cartland. The walk may involve some steps, but will be suitable for most. Cost: £10 (includes all transport and tour guide fees).

Fees (incl. VAT)	SfEP Member¹/ SI member	SfEP Corporate Subscriber/ /NUJ/ALPSP/PI/AFEPI member	SfEP Friend/Retired Member/ non-member
Resident ²	£410	£460	£510
Non-resident ³ (per day)	£125	£185	£205
Conference gala dinner (non-resident/guest)	£40	£40	£40

¹ The SfEP Member fee applies to Entry-Level Members, Intermediate Members, Professional Members and Advanced Professional Members.

² Includes all conference sessions; all meals and refreshments from Saturday evening to Monday afternoon; gala dinner on Sunday; accommodation on Saturday and Sunday nights.

³ Includes all conference sessions from registration on the relevant morning until the end of that afternoon; lunch and refreshments.

Optional extras For more details, go to [the online booking system](#) and select your membership type.

Housekeeping

Accommodation Accommodation is in (non-smoking) single-occupancy en-suite double rooms: the bathrooms have a shower over a bath. Some single rooms are available with en-suite shower facilities. Delegates with restricted mobility may wish to specify a single room when booking. There are a small number of disabled-accessible rooms with wet rooms: 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 £72 per night.

Guests Delegates are welcome to bring their partner/spouse as a guest. There is a guest bed and breakfast supplement of £12 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 in all conference buildings, provided by The Cloud. Delegates will need an account with The Cloud to use the Wi-Fi. If you have an existing account with The Cloud, you can use your own login details. If you haven't used The Cloud before, you can create an account at conference, or before you arrive. (This is a simple process, taking only a minute or two.)

Visit: <https://service.thecloud.net/service-platform/login/registration/>

Logistics & accessibility

Walking distances Conference sessions, meals and accommodation will be held in the Conference Aston buildings: the Conference Aston Meeting Suites (for sessions, refreshments and lunch) and the Conference Hotel (accommodation, breakfast, Saturday dinner and gala dinner). These buildings are part of the same complex and only a few minutes' walk from each other (see [campus map](#)). There is stair-free access to all venues. There is a small flight of stairs up to the foyer of the Conference Aston Meeting Suites: there is a stairlift and a (longer) alternative stair-free route.

Lift access All of the buildings used for the conference have lift or slope access to all floors.

Travel and parking The [map](#) shows the conference buildings in pink, with parking adjacent to both buildings. Additional information on travel to the university can be found [here](#) and in the university's '[How to find us](#)' guide. See [Travel information](#) for more details.

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-help@sfep.org.uk.