

Information for delegates

29th annual conference

#sfep2018

Education, education, education

Lancaster University, 8–10 September 2018

Session booking

Booking for seminars and workshops opens on Monday 16 July and closes on Friday 27 July. Places will be allocated on a first come, first served basis, so it's advisable to book early to avoid missing out on popular sessions.

Conference timing, AGM & pre-conference events

Timetable The conference begins with registration for resident delegates from 3.45 on Saturday 8 September and ends at 4.30 on Monday 10 September. Day registration starts at 8.30 on Sunday and Monday.

AGM Saturday 8 September, 5.00; if you didn't indicate when booking that you intended to be present but would still like to attend, please let the conference director know.

Pre-conference course Saturday 8 September, 9.30–4.30: **Brush up your grammar** – This course is for those who have forgotten or are hazy about the rules of English grammar. It may appeal to several kinds of people: those who just want a bit of a reminder, those who feel they never learnt enough grammar, and those who did learn grammar but have lost confidence in using it. To book a place on this pre-conference course, click [here](#) (SfEP website).

Speed networking Saturday 8 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.

Pre-conference tour Saturday 8 September, 2.00–4.00: If you have booked a place on the tour, you will receive information about where and when to meet and transport arrangements in the August conference mailout.

Drop-in macro clinic Saturday 8 September, afternoon: Paul Beverley will be available to answer your questions about macros.

Housekeeping

Accommodation Accommodation is in (non-smoking) single rooms with en-suite shower rooms. There are communal kitchens for the use of delegates. Bedrooms have tea, coffee and mugs, and kettles are available in the kitchens, along with irons and ironing boards. Please note that delegates will need to bring their own hairdryers, and that the rooms don't have televisions. We are assured that the Wi-Fi is good enough to watch TV streamed on laptops or other devices. Bedrooms are on various floors, so if you have any accessibility requirements please let the conference director know.

Additional nights 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. If you'd like to amend your booking to include additional nights, please contact the SfEP office and they can take payment.

Guests Please note that double rooms are in a different part of the campus to the main accommodation area.

Internet access

Free Wi-Fi internet access is available across the campus. Connect to the LU-Visitor network and follow the registration instructions. Access lasts for 24 hours so you'll need to re-register each day.

University app

Lancaster University has created the [iLancaster](#) app to help students and visitors to the university find their way around and get the most from the campus. It is available in the app store for both Android and Apple devices.

Logistics & accessibility

Walking distances and accessibility Conference sessions will take place in the George Fox and Charles Carter buildings, which are located in the South Campus. Lunch will be served in the George Fox building. Accommodation (single rooms) is in Cartmel College in the South West Campus, and dinner on Saturday night and breakfast each morning (except for those in double rooms) will be in Barker House Farm, which is in the same area. It is a five- to ten-minute walk on flat ground between George Fox and Cartmel College. The gala dinner will take place in the Great Hall, which is in the North Campus. A shuttle bus service will run between Cartmel College and the Great Hall on Sunday evening to take delegates to and from the gala dinner, or it's a 15-minute walk if the weather is good and you want to stretch your legs. Double rooms are in the North Campus, not far from the Great Hall, and are a similar distance from the George Fox and Charles Carter buildings as Cartmel College.

The [campus map](#) should give you an idea of the distances between the different venues. We will provide a more detailed map and more information before the conference.

Travel and parking There is plenty of parking available close to both the George Fox building and Cartmel College. See the [Travel information](#) for more details on how to get to Lancaster University by road and public transport.

Other facilities available

There is a sports centre in the North West Campus with a 25-metre pool that can be used by delegates for a small fee. There is also a gym, but to use it you must take an induction session booked in advance. If you are interested in doing this, please let the conference director know.

Harassment policy

Although we are not aware of any instances of harassment at past SfEP conferences, and we are all generally respectful in our dealings with each other, the council has decided to introduce a formal harassment policy. This should not stifle debate or the free exchange of ideas, but is intended to provide a clear policy on acceptable behaviour and reassure delegates that we take their safety seriously.

The policy is as follows:

The SfEP is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form. All communication should be appropriate for a professional audience including people from many different backgrounds. Sexual language and imagery is not appropriate for any conference venue, including talks. Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist or exclusionary jokes are not appropriate for the SfEP conference. Attendees violating these rules may be asked to leave the conference without a refund at the sole discretion of the conference organisers.

Thank you for helping make this a welcoming, friendly event for all.

Filming at the conference

This year, a camera crew will be filming at the conference to create a series of films that will be used to promote the Society. Where filming takes place in social areas or workshops and seminars, there will be designated opt-out areas that won't be filmed. The council are currently drawing up a policy for taking and using photos and videos at the conference and will send this to delegates when it's ready. We will be asking willing delegates to give short interviews about their experience of the SfEP and the various benefits it offers. If you'd like to participate, please contact the marketing and PR director, [Denise Cowle](#).