

Registration Form



14th Annual SEDA Conference 17th-18th November 2009

Annual SEDA Fellowships Masterclass and Dinner 16th November 2009

Your details		
Title:	Forename:	Surname:
Job Title:		
Institution/Organisation:		
Postal address for correspondence:		
		Postcode:
Tel:	Fax:	Email:
Special requirements, e.g. dietary/access		
<input type="checkbox"/> Please tick the box if you DO NOT wish your e-mail address to be featured on the delegate list distributed to all delegates at this event <input type="checkbox"/> Please tick the box if you DO NOT wish to receive information about SEDA products and services in the future		

Booking Requirements

Annual SEDA Fellowships Masterclass and Dinner					
<input type="checkbox"/> SEDA Fellowships Masterclass and Dinner Monday 16th November £40 This event is free to SEDA Fellowship holders and registrants, please tick the box if you are a Fellowship holder or registrant <input type="checkbox"/>					
14th Annual SEDA Conference					
<input type="checkbox"/> Full residential conference delegate £445 (includes one night's accommodation and all meals, including conference dinner)					
Parallel Session Choices – please give a first and second choice (abstracts of each session can be viewed on the SEDA website: http://www.seda.ac.uk/confs/birm09/programme.htm). Please write the session numbers in the spaces provided.					
	1st	2nd		1st	2nd
Parallel Session 1	Parallel Session 4
Parallel Session 2	Parallel Session 5
Parallel Session 3	Parallel Session 6
<input type="checkbox"/> Non residential day delegate Tuesday 17th November £150 (includes lunch & refreshments)					
Parallel Session Choices – please give a first and second choice (abstracts of each session can be viewed on the SEDA website: http://www.seda.ac.uk/confs/birm09/programme.htm). Please write the session numbers in the spaces provided.					
	1st	2nd		1st	2nd
Parallel Session 1	Parallel Session 3
Parallel Session 2	Parallel Session 4

Non residential day delegate Wednesday 18th November **£150** (includes lunch & refreshments)

Parallel Session Choices – please give a first and second choice (abstracts of each session can be viewed on the SEDA website: <http://www.seda.ac.uk/confs/birm09/programme.htm>). Please write the session numbers in the spaces provided.

	1st	2nd		1st	2nd
Parallel Session 5	Parallel Session 6

Conference dinner Tuesday 17th November £35 (This is included in the full residential delegate rate)

Bed and breakfast for the night of Monday 16th November £75

If you are an existing individual member of SEDA and you wish to pay for your 2010 membership of SEDA at the 2009 rate of £91, please tick the box

Total amount £.....

Payment Options (payment must be in UK pounds sterling)

- Cheque for £..... made payable to 'SEDA' and drawn on a UK bank
- Please invoice my institution for £..... (include an official purchase order:.....)

Invoice address (if different from above):

.....
.....
.....

- Credit card by completing the details below:

Please debit £..... from my Switch/Visa/MasterCard/Delta* account number (*delete as applicable).

Credit Card No:

Cardholder's Name: 3 Digit Security Code:

Card Expiry Date:

Cardholder's Address (including postcode), if different from above:

.....

Cardholder's Phone Number, if different from above:

Please return completed forms to the address below NO LATER than: Friday 16th October 2009

- Bookings received after Friday 16th October 2009 will incur a 15% administration fee
- Cancellations received in writing before Friday 16th October 2009 will incur a 20% administration fee
- No refunds will be given for cancellations received after Friday 16th October 2009 and full payment will still be required.

Staff and Educational Development Association

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