

Registration Form

SEDA Spring Conference 2008
Thursday 8th – Friday 9th May 2008
Engaging with Student Expectations



Your details		
Title:	Forename:	Surname:
Job Title:		
Institution/Organisation:		
Postal address for correspondence:		
		Postcode:
Tel:	Fax:	Email:
Special requirements, e.g. dietary/access		
<p>In accordance with the 1998 Data Protection Act, we require consent to include your contact details on the delegate list and to store this information electronically. Please tick the following statements if applicable:</p> <p><input type="checkbox"/> I do not wish my e-mail address to be featured on the delegate list distributed to all delegates at this event</p> <p><input type="checkbox"/> I do not wish the information I have supplied on this form to be stored in an electronic format by SEDA</p>		

Booking Requirements (including session choices where applicable)

<input type="checkbox"/> Bed and breakfast accommodation for the night of Wednesday 7th May £70					
<input type="checkbox"/> Full residential conference delegate £399 (includes one night's accommodation & all meals, inc. conference dinner)					
<p>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/lon08/programme.htm). Please write the session numbers in the spaces provided.</p>					
	1st	2nd		1st	2nd
Parallel Session 1	Parallel Session 5
Parallel Session 2	Parallel Session 6
Parallel Session 3	Parallel Session 7
Parallel Session 4			
<input type="checkbox"/> Non residential day delegate Thursday 8th May £135 (includes lunch & refreshments only)					
<p>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/lon08/programme.htm). Please write the session numbers in the spaces provided.</p>					
	1st	2nd		1st	2nd
Parallel Session 1	Parallel Session 3
Parallel Session 2	Parallel Session 4

continued overleaf

■ Non residential day delegate Friday 9th May £135 (includes lunch & refreshments only)

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/lon08/programme.htm>). Please write the session numbers in the spaces provided.

	1st	2nd		1st	2nd
Parallel Session 5	Parallel Session 7
Parallel Session 6			

■ Conference dinner Thursday 8th May £55

Total

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: Card Start Date:

Card Expiry Date: Date:

Cardholders Signature:

Please return completed forms to the address below NO LATER than: Friday 4th April 2008

- Bookings received after Friday 4th April 2008 will incur a 15% administration fee
- Cancellations received in writing before 4th April 2008 will incur a 20% administration fee
- No refunds will be given for cancellations received after 4th April 2008 and full payment will still be required.

Staff and Educational Development Association

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