

To register your attendance, please complete and return this form to SCEPTRE via fax, post or email (details at the bottom of the page).

PLEASE NOTE: Book early to be assured of accommodation.

All booking forms must be accompanied by a cheque, credit card details, or purchase order and payment must be made in full prior to the event.

| | | | | | |
|--|--|--|--------------|---------|--|
| Title | | First Name | | Surname | |
| Job Title | | | Organisation | | |
| Contact Telephone Numbers | | | | | |
| Address | | | | | |
| Email Address | | Please indicate if you do not wish to have your email printed on the list of delegates | | | |
| Where did you hear about the conference? | | | | | |

| |
|---|
| Special dietary requirements: |
| Disabilities/Access needs (hearing loop, etc): |

| | Conference fee | No of places: |
|---|----------------|---------------|
| Complete 2 day conference charge (includes lunches, conference dinner and after dinner entertainment day 1, conference breakfast day 2 & 1 night's accommodation. | £170 | |
| Day facilities charge for 2 day conference (includes lunches, conference dinner day 1, conference breakfast day 2) | £100 | |

| | | | |
|---|-------------------|---|-----------------------|
| INSTRUCTIONS FOR AUTHORS/PRESENTERS | | DEADLINE FOR ABSTRACTS November 30th 2009 | |
| 'Enabling a More complete Education ' Abstract - Please submit a word document to include: | | | |
| Title of Paper | Author(s) Name(s) | Institution Abstract (400 words maximum) | Key words (up to six) |

Payment method (cheque or credit card payment preferred)

- Cheque – made payable to 'The University of Surrey*'
- Credit card
- Purchase order*

Purchase order details – leave this blank if you are not paying by purchase order

| |
|------------------------|
| Purchase Order number: |
|------------------------|

*** Please enclose your hard copy purchase order or cheque with this form. Your booking cannot be confirmed until we have received this. Please note that sending a purchase order number is not confirmation of your booking. You need to receive a confirmation letter from us.**

Card details – leave this blank if you are not paying by credit card

| | | |
|-----------------------|---|-----------------------|
| Name on card | | |
| Card Number | Security Code (last 3 Digits on reverse of card): | |
| Start date (dd/mm/yy) | Expiry date (dd/mm/yy) | Issue number (Switch) |
| Signature | | Date |

Data Protection Act Statement – The information supplied on this registration form will be stored in paper and electronic format for the purposes of administration of the **Enabling a More Complete Education** Conference.

Activities will be filmed and audio recorded for educational and promotional purposes. Some extracts will be available on the internet and on DVD. Please contact the organizers (SCEPTRE) if you have a concern about this.

I have read and understood the above statement:

| | |
|------------------|-------------|
| Signature | Date |
|------------------|-------------|

Enabling a More Complete Education Conference Administrator: Miss Susan Wood
SCEPTRE, University of Surrey, Guildford, Surrey GU2 7XH
Fax: 01483 684901 Telephone: 01483 684920 Email: sceptre@surrey.ac.uk

Accommodation and Transportation – Complete 2 day Registrations

For delegates who have registered for the complete conference package conference accommodation has been reserved at Travelodge, Guildford.

There is limited availability so we advise early registration to secure your room.

Group transportation has also been arranged for delegates as follows:

- **Return to the conference hotel after the evening event held on the University campus on 13th April**
- **Return to the University campus on the morning of 14th April for the included conference breakfast.**

The Travelodge is located within a 15 minute walk from the University's main campus.