



LEARNING ON SCREEN



4th (pre conference event) 5th & 6th April 2004

Regent's Park Holiday Inn
Carburton Street, London W1

organised by

British Universities Film & Video Council

and

Society for Screen-Based Learning

This conference is being arranged in a collaboration between the British Universities Film & Video Council (BUFVC) and the Society for Screen-Based Learning (SSBL). The event commences with a pre-conference afternoon and evening social event on Sunday 4th April 2004. This has been organised specially for those coming from further afield who wish to stay over in London the night before the main conference sessions commence on the morning of Monday 5th April 2004.

The conference will bring together teachers, producers, distributors, information service providers, librarians and technology vendors working with moving image media in education and research. Conference programme information will be published and updated via the website www.bufvc.ac.uk/learningonscreen

The conference will be held in the Oxford Room of the Academy conference facility at the Regent's Park Holiday Inn, Carburton Street, London where the Learning on Screen Awards Dinner will also take place on the evening of 5th April.

Exhibition Space

There will be small-scale exhibition facilities alongside the conference. These comprise seven spaces in lockable/secure accommodation and three smaller stand spaces for table displays/giveaways. Those wishing to enquire about availability of space should contact the organisers as soon as possible.

Registration

There is a range of options for those registering with or without overnight accommodation and there are discounts for early bookings (made on or before 23rd January 2004) and for BUFVC/SSBL members and staff from member institutions. There are also supplementary rates for partners to stay overnight and for those who wish to attend the conference dinner and Awards evening without registering for the conference. Please download and complete the accompanying booking form which provides further information on booking deadlines and arrangements for paying.

Conference Registration Charges

For a detailed summary of conference registration charges, with or without accommodation included, see next page.

Summary of Conference Registration Charges

all charges include VAT at 17.5%

Bookings will be accepted on a signed booking form accompanied by payment or agreed details for arrangement of payment as given in the attached terms and conditions

Conference registration with no accommodation

*includes refreshments, lunch and evening dinner on 5th April
plus refreshments and lunch on 6th April*

Standard rate – £295.00

Discount rate for early booking – £260.00

BUFVC/SSBL members' preferential rate – £240.00

Discount rate for early booking – £200.00

Conference registration with one night's accommodation on 5th April

*includes lunch, refreshments and evening dinner on 5th April, plus overnight accommodation
with breakfast, lunch and refreshments on 6th April*

Standard rate – £370.00

Discount rate for early booking – £330.00

BUFVC/SSBL members' preferential rate – £300.00

Discount rate for early booking – £275.00

Conference Registration with two overnight stays 4th and 5th April

*includes afternoon/evening London Eye and boat trip event on 4th April,
breakfast, lunch, refreshments and evening dinner on 5th April
breakfast, lunch and refreshments on 6th April*

Standard rate – £480.00

Discount rate for early booking – £416.00

BUFVC/SSBL members' preferential rate – £415.00

Discount rate for early booking – £357.00

Supplementary Charges

Bed and breakfast shared room accommodation for accompanying partner

1 night £25

2 nights £50

Conference/Awards Dinner (without conference attendance) £50

*For further details of the Learning on Screen event and the Learning on Screen Awards,
check the URL www.bufvc.ac.uk/learningonscreen or contact: Learning on Screen, c/o
BUFVC 77 Wells Street, London W1T 3QJ tel: 020 7393 1512 or e-mail
learningonscreen@bufvc.ac.uk*



LEARNING ON SCREEN



4th – 6th April 2004

Booking Form

Please download, print off and complete this form before remitting to the address below, with arrangements for payment, by post or fax.

I wish to book place(s) to attend the above conference. I have completed the form below and ticked the relevant box(es) to indicate my requirements (*please indicate where you are making multiple bookings on one form*).

NB 'early booking discount' is only available to those who place bookings which are received at the address below on or before 23rd January 2004.

It is also necessary to note that, for those wishing to register with overnight accommodation at the conference venue, booking should be made on or before 23rd January 2004 to guarantee rooms.

Name:

Position:

Address:
.....

Post code: e-mail address:

Signature: Dated:

Credit card number: Expiry date:

I am employed in a BUFVC or SSBL member* institution/I am an individual subscriber and wish to book at the discounted registration rate (*tick box to confirm*)... ☐

**If you need to clarify whether you are employed in a member institution or you require membership information, please e-mail learningonscreen@bufvc.ac.uk or call Kate Bensted on 020 7393 1512.*

I am placing my booking with arrangements for payment (see Terms and Conditions) on or before 23rd January 2004 for early booking discount (*tick box to confirm*)..... ☐

I wish to pay by cheque (please find enclosed) ☐

I wish to pay by credit card (see details above) ☐

I enclose an official order from my employers who will pay against invoice ☐

Please put number in boxes for multiple bookings

Conference registration – two days (no accommodation)

includes refreshments, lunch and evening dinner on 5th April

plus refreshments and lunch on 6th April

Standard rate – £295.00 ☐

Discount rate for early booking – £260.00 ☐

BUFVC/SSBL members' preferential rate – £240.00 ☐

Discount rate for early booking – £200.00 ☐

Conference registration with one night's accommodation on 5th April

includes lunch, refreshments and evening dinner on 5th April, plus overnight accommodation

with breakfast, lunch and refreshments on 6th April

Standard rate – £370.00 ☐

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BUFVC/SSBL members' preferential rate – £415.00 ☐

Discount rate for early booking – £357.00 ☐

Supplementary Charges

Bed and breakfast shared room accommodation for
accompanying partner:

1 night £25 ☐

2 nights £50 ☐

Social event attendance only on 4th April £30 per person ☐

Conference/Awards Dinner without conference £50 .. ☐

Please charge me/I enclose a cheque made out to 'Learning on Screen'

for the following total amount: £

Please note terms and conditions and return completed booking form and enclosures to the address given on next page.

Terms and Conditions

Bookings will be accepted when accompanied by arrangements for payment which will be either:

- (i) an official order from an employing institution (by fax and by post)
- (ii) credit card details (by post or by fax)
- (iii) a signed cheque made out in the full amount to 'Learning on Screen' (by post only)

A receipted VAT invoice will be returned by the organisers.

Please note that early booking (on or before 23rd January 2004) is essential to guarantee overnight accommodation in the conference venue because there is a limited number of reserved rooms available.

Cancellations

Cancellations will only be accepted on the following terms.

All bookings will be regarded as binding. A 50% refund will be available upon receipt of written notice of cancellation on or before 16th February 2004. Thereafter, no refunds will be made upon cancellation and charges will stand.

When completed, this form should be returned by mail or by fax to
Learning on Screen, c/o BUFVC, 77 Wells Street, London W1T 3QJ
Fax: 020 7393 1555.

*British Universities Film & Video Council (BUFVC) is a registered charity
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VAT Number 240 9544 65*