

How to Register

To attend to the ASE Annual Conference, for all three days or for any number of the days, please read the notes below and complete the registration form opposite.

Registration:

- Completed forms must be returned, with full payment, to the ASE Conference Team by 7 December 2007.
- Only one person per form, please.
- Bookings are processed on an 'as received' basis.
- If you are an ASE member, please note your membership number on the form. If we are unable to trace or check your membership from the details you supply, you will be charged at the non-member rate.
- We cannot guarantee to send confirmation to you if you return your registration form after 24 November 2007.
- If your registration form arrives after 7 December 2007 you may not be registered until you arrive at the Conference. **In this case no confirmation or Delegate Handbook will be sent out prior to the event.**

Accommodation:

- Delegates who wish to stay in Halls with their colleagues should ensure that all forms are submitted together. We will endeavour to meet these requests where possible.

Cancellation Policy

- Change and cancellation of Hotel or Halls accommodation must be made in writing before 7 December 2007. After that date no refunds can be made.
- Cancellation of registration/dinners before 7 December 2007 will incur no cancellation charge.
- Cancellation charge is 25%.

Booked Courses:

- All Booked Courses have a maximum limit on the number of places available. Refunds for sold-out Booked Courses will be returned as soon after booking as possible.
- Please check your confirmation letter; if the Booked Course you requested is **not** listed then you are not booked on it.

Registration Fees

Numbers of Days	1		2		3	
	A (early bird)	B	A (early bird)	B	A (early bird)	B
Price Rate (£)						
ASE member	45	60	80	100	100	130
Non-member	85	110	145	185	200	240
Trainee teacher member	FREE	FREE	15	20	25	30
Trainee teacher non member	40	45	60	65	70	75

Special Offers if you join ASE as a Trainee Teacher Member (conditions apply)

Join as a Trainee Teacher Member for one year and get one day free at the Annual Conference.

Join on the three year Trainee Teacher Scheme and get one day free at the Annual Conference.

(Cost for one year ASE Trainee Teacher Membership is £30.)

(Cost for three year Trainee Teacher Scheme is £99 (saving of up to 30% over three years at 2007 prices).)

Payment:

- Payment should be sent with the completed form, and can be made in one of the following ways:
 - Cheque – please make payable to ASE.
 - Credit card – Please note the additional details which are required on the form to process credit card payments.
 - Invoices – Schools and other institutions /organisations may wish to be invoiced. Invoices will always be charged at Rate B.
- Receipts will only be issued if requested at the time of booking. Credit card payments will automatically receive a receipt.
- Rate A (Early Bird) only applies if **booking and payment are received in the ASE offices before 26 October 2007.**
- Rate B applies if booking or payment is received after 26 October 2007.
- If a registration form arrives after 26 October 2007 with payment Rate A, you will be invoiced for the difference to Rate B
- Rate B applies for **all invoices**. Invoices are due for payment on presentation. ASE reserves the right to charge interest at 8% above the Base Rate for all overdue payments.
- **Please be aware that registration forms handed in at your school/ college office can take many weeks to reach us; you may miss the Early Bird deadline.**

- ASE member means: a Personal Member, a Technician Member or a member of staff in an institution with Primary School Membership. All categories must be fully paid up to qualify for the ASE member rate.
- The spouse of a member may attend at the member rate, if accompanied by the member.
- You can apply to become a member of ASE at the same time as registering for the Conference; you will then be charged the Member's rate.
- *Discounts are available for group bookings. Please contact the ASE Conference Team for details.*
- Check the ASE web site (www.ase.org.uk) for the latest information on booking, including changes, cancellations, full courses, full accommodation and latest additions to the programme. The site will be updated on a regular basis with the date of the last amendment shown.

Overseas Delegates:

- Overseas delegates are encouraged to pay their registration fees by Credit Card, by completing the appropriate section of the registration form. This reduces the bank charges on currency conversion and saves delay in returning your confirmation.
- Payments made in non-Sterling currency should include an additional amount to cover **ALL** bank conversion and transfer charges.
- Your confirmation letter will be sent to you by airmail. Your delegate handbook and badge should be collected on arrival at the Conference – see confirmation letter for details. Alternatively, if you would like your handbook to be sent to an address in the UK please let us know. From the end of November 2007 you will be able to view the contents of the handbook on the ASE website, www.ase.org.uk
- If you require confirmation of booking to apply for a UK visa, please ensure that your registration form is received by ASE in plenty of time for us to process it, confirm your booking and for you to apply for your visa. The applications must be prepaid. The visa application process can take in excess of six weeks, so please allow for as much time as you possibly can!
- We are unable to send information for visa application after **2 November 2007.**