

**19th SfEP Annual Conference
St Catherine's College, Oxford
Sunday 7 September to Tuesday 9 September 2008**

***SfEP: Twenty Twenty Vision
Looking Forward, Looking Back***

The 19th SfEP Annual Conference at St Catherine's College will celebrate the Society's 20th year of existence. Much has changed in the world of publishing and non-publishing in these two decades and this year's conference programme aims to address the learning and training needs of the wide-ranging SfEP membership. Lecturers at Oxford will include:

- *Charlotte Brewer*, Fellow of Hertford College, Oxford, and Lecturer in English at Oxford University. She is the author of *Treasure-House of the Language: The Living OED*, on the recent history of the OED and its lexicographers, published by Yale University Press (November 2007).
- Our charismatic vice-president *David Crystal*. If you missed his excellent lecture at the Birmingham conference, you have a chance to hear him at Oxford.
- *Susanne McDadd*, former non-fiction director at Faber and founder of Publishing Services, an 'umbrella' for commercial self-publishing authors and small and medium-sized publishers, providing sales, marketing and distribution outside the traditional publishing framework. Susanne also acts as a contact between her clients and 'third-party suppliers' such as copy-editors and proofreaders. With recent changes in technology, these looser publishing relationships are becoming common and will increasingly provide work opportunities for SfEP members.

As usual there will be 12 workshops with something for everyone. If you want to expand your skills this conference will offer you the opportunity to sample several possibilities. Several workshops focus on non-publishing areas while others will show what else is possible in traditional publishing:

- Editing for business – what makes it different?
- Effective copywriting – getting your message across in print and online media
- Macro magic – don't waste time on repetitive tasks
- Wild card search and replace – an editor's delight
- Computer housekeeping – customise your software and protect your PC
- Introduction to HTML – becoming a basic skill?
- Pricing strategies – don't miss out on just rewards
- Networking skills – how to mix business with breakfast
- Development editing – guiding authors to create the structure and content for the end-product
- Opportunities for indexers in the non-publishing world
- Collective wisdom – what are the best reference sources?
- Editing with Tex – learn about this versatile software

The programme will also include seminars and a panel discussion – details to be announced shortly.

POINTS TO NOTE

1. **Computer-based workshops.** Owing to the high cost of arranging computers at the venue we will be asking delegates to bring their own laptops for these workshops. This was piloted at the Brighton conference and feedback indicates that, except for a few teething problems, the sessions went well. If you cannot bring your own laptop but would like to attend one of these workshops, please contact the conference director (conference@sfep.org.uk).

2. **Opportunity to advertise your skills.** The *Editing Matters* 2008 conference supplement will include a directory for advertising your services. All members and associates attending conference can take out an entry (£10 for 50 words plus contact details). *EM* circulation includes members, associates, corporate associates, the magazine's subscribers and sister organisations.

Information for Delegates

Accommodation: All rooms are non-smoking with en-suite showers. There is no lift so please indicate on the booking form if you prefer a room on the ground floor.

Accompanying persons: Some double rooms are available at an additional cost of £32 per night (includes breakfast). Please book as early as possible as these rooms will be allocated on a first come, first served basis. Accompanying persons may not attend the conference, but they may attend the conference dinner at a cost of £35.

AGM (Sunday 7 September): Please indicate on the booking form if you intend to be present.

Booking and cancellation: Booking is now open and closes on 21 July 2008. Bookings received after 21 July will be held on a waiting list, but places cannot be guaranteed. If you have to cancel your booking, a partial refund may be possible if we can fill your place. A non-refundable deposit of £50 is included in the conference fee. Late cancellations (after 1 August) will not be eligible for this refund.

Choosing workshops/seminars: Delegates will be sent a questionnaire by email in around mid-July asking for workshop/seminar choices and any questions they may want to ask the leaders. Please return your form as soon as possible as workshops will be allocated on a first come, first served basis. If you will be away during July, please advise the SfEP Office so that we can try to send you your questionnaire before you go away.

Conference fee

- *Residential rate:* Includes two nights' accommodation; attendance at all the sessions; dinner on Sunday, and breakfast and lunch on Monday and Tuesday; the conference dinner on Monday; and refreshments.
- *Non-residential daily rate:* From registration on the relevant morning until the end of the last afternoon session, including all conference sessions, refreshments and lunch on that day. The conference dinner is payable separately.

Conference centre: There are no lifts in the conference centre. Most breakout rooms are on the first floor, and a couple are on the second floor of the Arumugum building. The Bernard Sunley Lecture Theatre can be accessed from both the ground and first floors.

Confirmation of booking: A confirmation email will be sent to you on receipt of your booking form and payment.

Dates, times and extra night: The Society's AGM will be held at 5.30 p.m. on Sunday 7 September. The conference will start at 9.30 a.m. on Monday 8 September and end at 4 p.m. on Tuesday 9 September. Accommodation is available for Sunday and Monday nights. An extra night after the conference (Tuesday night) will cost £65 per person for bed and breakfast.

Early bird discounts: £40 for delegates booking resident places and paying in full before 31 March 2008 and £15 per day for non-residents paying in full before 31 March 2008.

Fees including VAT

<i>Delegate</i>	<i>Individual member</i>	<i>Corporate associate</i>	<i>Non-member</i>
Resident (single room)	£395	£475	£495
Non-resident daily rate	£160	£280	£310
Conference dinner (non-resident or accompanying person)	£35	£35	£35

Internet: Delegates will be able to access the internet. You can either use the conference centre's dedicated computer room or connect your own laptop to the conference's centre's network. Please contact the conference director for details (conference@sfep.org.uk).

Training course after conference: Details will be announced in due course on SfEPAnnounce.

Travelling to Oxford:

- *Car parking:* Car parking is rather difficult and somewhat expensive in Oxford. It is much easier and less costly to use the Park & Ride system. You can leave your car at a car park close to the ring road and use the frequent bus service to the city centre and take a taxi to St Catherine's. The large Thornhill site east of Oxford is free, and allows a maximum stay of 72 hours, enough time for the entire SfEP conference. Car parks in the city are costly and inconvenient for stays of more than three hours. For full information, see: www.parkandride.net/oxford/html/oxford_frameset.html or www.oxford.gov.uk/transport/car-parking.cfm
- *Trains:* Oxford is well connected by train to London and is also on the main cross-country routes. For full information, see: www.rail.co.uk.

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Booking Form

Please read the accompanying information sheet carefully before completing the booking form. Return only the form with your deposit or full payment to: Helen Martin (Office Manager), Riverbank House, 1 Putney Bridge Approach, London SW6 3JD. Please mark your envelope 'Conference booking'. Please complete the payment details on the reverse of this form.

Name (block capitals)

Address

.....Postcode Tel no.

Email Membership no.

Notes:

1. Non-resident delegates please state which day(s): Monday Tuesday
2. VAT invoices will be sent out with delegate information packs in July.
3. Method of payment: Cheque/cash/credit card* (delete as appropriate). (Please note that we can only accept payments in sterling.)

Full amount	
Less: early-bird discount (if applicable)	
OR	
Non-refundable deposit of £50 enclosed (please invoice me for the balance on 15 July 2008)	
Accompanying person's name (block capitals)	
Surcharge for double room (£32 per night, B&B)	
Conference dinner supplement (£35)	
Entry in conference supplement (£10, maximum 50 words)	
Extra night @ £65 per night (B&B, Tuesday night)	
*Credit card fee (£3)	
Total amount enclosed	

AGM: I shall/shall not be attending the AGM on Sunday 7 September 2008.

Special requirements:

Meals: vegetarian meals special diet (please specify)

Room: I prefer a ground floor room

Conference mailings by email: Most of the information for delegates (workshops/seminars lists and selection forms, etc.) will be sent by email. If you do not have access to email and would like to receive the conference documents by post, please indicate here:

Any other special requirements (please specify):

Signed:

Date:

