

Pre-booking information

30th annual conference

#sfep2019

In the beginning was the word

Aston University, 14–16 September 2019

Booking

Booking is **open until 12 July**. Any bookings received after this will be held on a waiting list, but places cannot be guaranteed.

Early-bird discount Bookings completed and paid in full **by 26 April** will be eligible for an early-bird discount of £42 or £13 on the fees for resident or non-resident places respectively.

Choosing sessions Online booking will open on **22 July** for selection of your preferred workshops and seminars, subject to availability. Sessions will be allocated on a first come, first served basis.

Cancellation A non-refundable deposit of £50 is included in the conference fee. If you have to cancel your booking, a partial refund of the balance may be possible if we can fill your place. Late cancellations (**after 27 July**) will not be eligible for a refund. If you opt to pay in instalments, the initial £100 deposit is non-refundable.

Conference timing & AGM

Timetable The conference formally begins with registration for resident delegates from 3.45 on Saturday 14 September and ends at 4.45 on Monday 16 September. Day registration starts at 8.45 on Sunday and Monday. There are also optional activities for delegates on Saturday afternoon.

AGM Saturday 8 September, 5.00; there is no charge to attend the AGM, but please indicate when booking online if you intend to be present.



Pre-conference events

Speed networking Saturday 14 September, 2.30–4.00: This session will give you the opportunity to have short meetings with seven or eight other delegates. Most will be freelance editors and proofreaders, so the meetings aren't about pitching for work but about making connections and sharing experiences. At the end of the session you will have several ready-made contacts before the conference has kicked off in earnest. You can book this along with your other sessions in July.

Pre-conference tour Saturday 14 September, 1.30–4.15: On a fascinating guided tour, step back in time at Birmingham's last surviving court of back to backs, restored and managed by the National Trust. The houses were built literally back to back around a communal courtyard, and, moving from the 1840s through to the 1970s, you will discover the lives of some of the former residents who crammed into these small houses to live and work. The cost of the tour is £15, which includes transport from the conference hotel and back.

Fees (incl. VAT)	SfEP member¹/ SI member	SfEP Corporate Subscriber/ NUJ/ALPSP/PI/AFEPI/Editors Canada/IPEd member	Non-member
Resident ²	£420	£475	£525
Non-resident ³ (per day)	£128	£190	£210
Conference gala dinner (non-resident/guest)	£45	£45	£45

¹ The SfEP member fee applies to Entry-Level Members, Intermediate Members, Professional Members, Advanced Professional Members, Retired Members and Friends.

² Includes all conference sessions; all meals and refreshments from Saturday evening to Monday afternoon; gala dinner on Sunday; accommodation on Saturday and Sunday nights.

³ Includes all conference sessions from registration on the relevant morning until the end of that afternoon; lunch and refreshments.

Optional extras For more details, go to [the online booking system](#) and select your membership type.

Deposit To help people spread the cost of conference attendance, SfEP members have the option to pay a non-refundable deposit of £100 to secure their residential place. No early-bird discount is available for those taking advantage of this, and the balance must be paid by the time booking closes on 12 July. If you wish to pay the deposit, please choose the 'Member –SfEP – £100 deposit – resident only' option rather than the 'Resident' option.

Lightning talks – please help!

Fast... funny... fearless... Conference loves a lightning talker, and this year we're looking for another set of 12 brave speakers to take up the challenge.

Your mission? To give an illustrated five-minute talk on something to do with editing or proofreading, perhaps inspired by the conference theme, **In the beginning was the word**.

How you approach the subject is up to you. You might want to teach us something new, confide in us or simply make us laugh. Past topics have ranged from proofreading for the board-game industry to finding your superpower, and you can read about former speakers' experiences [here](#). The only rules

are that your talk should last five minutes and be illustrated with up to 20 slides (supplied by you, in PowerPoint format).

We're also looking for an audience. Lightning talks are a great chance to discover a little bit more about some of your editorial colleagues. And they're an opportunity for novice public speakers to stand up in front of a reassuringly supportive crowd.

If you're interested in being one of our lightning talkers for 2019, please email editor@lucyridout.co.uk. If you'd rather sit back and listen, we look forward to seeing you there.

Housekeeping

Accommodation Accommodation is in (non-smoking) single-occupancy en-suite double or single rooms: the bathrooms in the doubles have a shower over a bath, and the singles have en-suite shower facilities. Delegates with restricted mobility may wish to specify a single room when booking. There are a small number of accessible rooms with wet rooms: if you would like to book one of these rooms, please contact the conference director to confirm availability. All rooms have a hairdryer and tea- and coffee-making facilities.

Bed and breakfast for an additional night before/after the conference, or on Saturday/Sunday (for day delegates), can be booked as an extra for £83 per night.

Guests Delegates are welcome to bring their partner/spouse as a guest. There is a guest bed and breakfast supplement of £15 for double occupancy, and other guest meals can also be booked as an extra, including the conference gala dinner. (Guests are not eligible to attend the conference itself.)

Internet access

Free Wi-Fi internet access is available throughout the conference hotel. The password changes every month and is available from reception and on signs in conference rooms. Internet speed is generally good, although we have found that the connection drops out on some devices if not used for a while. If this happens you just need to reconnect to the network (you shouldn't have to re-enter the password).

Conference app

This year we are experimenting with an app for conference delegates, containing a lot of the information that is usually provided on paper in folders. The long-term aim is to significantly reduce the amount of paperwork produced each year, but for this year we will be offering both folders and the app. You will be able to download the app for free on both Apple and Android devices. More details will be sent to delegates nearer the time.

Logistics & accessibility

Walking distances and accessibility All conference activities – sessions, meals, refreshments, the gala dinner – will take place in the Conference Aston hotel, where the accommodation is also situated. There are lifts between all the floors.

Travel and parking Information about getting to Aston is available [here](#), along with a campus map. Parking for the conference centre is available in Car Park 12 on the campus and must be [booked](#) in advance. It costs £7.95 per 24-hour period (8am–8am).

Other facilities available

The conference centre is next to the Woodcock Sports Centre, a restored Victorian building that houses Birmingham's oldest swimming pool (it opened in 1902) along with a gymnasium, both of which can be used free of charge by hotel guests (although when the pool is being used by schools or swimming clubs it will be closed for general swimming, so please check the [timetable](#) beforehand).

The SfEP's policy on harassment, victimisation and bullying

It's the SfEP's intention that all of our activities, including the annual conference, will be welcoming and inclusive of all of our members – members from across four continents and 55 countries, who bring with them a range of diverse life experiences and cultural norms that add value to the membership experience.

At the time of writing, work on an equality, diversity and inclusion policy for the SfEP and its members is in progress. This will include a formal statement on bullying and harassment, as well as a complaints procedure, and further details will be sent to delegates in September.

In the meantime, we remind those booking places at the 2019 SfEP conference that any form of direct or indirect discrimination on grounds of age, disability, sex, gender reassignment, marriage or civil partnership, maternity or pregnancy, race, religion or belief, or sexual orientation is prohibited. The SfEP will not tolerate any form of harassment, victimisation or bullying on these or any other grounds, including variant gender identity, neurodiversity and body type. Attendees found to have engaged in such behaviour may be asked to leave the conference without a refund at the sole discretion of the conference organisers.

Thank you for helping to make this a welcoming, friendly event for all.

Online booking & help

Book now Click [here](#) to return to the conference home page and begin booking your place at conference.

Help If you have any queries or difficulties when booking, please email conference-help@sfep.org.uk.