

Pre-booking information

28th annual conference

Context is key: Why the answer to most questions is 'It depends'

Wyboston Lakes, Bedfordshire, 16–18 September 2017

Booking

Booking is **open until 14 July**. Any bookings received after this will be held on a waiting list, but places cannot be guaranteed.

Early booking Bookings completed and paid in full **by 28 April** will be eligible for an early-bird discount of £42 or £13 on the fees for a resident or non-resident place respectively.

Choosing sessions Online booking will open on **24 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 28 July**) will not be eligible for a refund.

Conference timing & AGM

Timetable The conference begins with registration for resident delegates at 3.45 on Saturday 16 September and ends at 4.30 on Monday 18 September. Day registration starts at 8.30 on Sunday and Monday.

AGM Saturday 16 September, 4.45; there is no charge to attend the AGM but please indicate when booking online if you intend to be present.



Pre-conference events

Pre-conference course Saturday 16 September, 9.30–4.30: **Proofreading 1** – This course looks at the role of a proofreader, what kinds of errors they are looking for and how much they should change. It introduces three major ways of working: on PDFs, on paper using BSI marks and using Word. Each delegate will receive a free copy of the BSI's 8-page laminated list of proofreading marks, which normally sells for £20. To book a place on this pre-conference course, click [here](#) (SfEP website).

Speed networking Saturday 16 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.

Pre-conference tour Saturday 10 September: Details are to be confirmed. You will be able to book this alongside your preferred workshops and seminars in July. There will be a small cost of around £10 that will be payable on the day.

Lightning talks – we need your help

Can you talk about editing or proofreading for five minutes? Would you like to? We'd love to hear you.

Lightning talks are making a comeback this year and we're looking for eight people to give brief, illustrated speeches inspired by the conference theme, Context is key: Why the answer to most questions is 'It depends'. How you approach the subject is up to you. You might want to educate us or make us laugh, surprise us or confide in us. 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 hear your fellow SfEP members holding forth – but not for too long! And they're an opportunity for novice public speakers to have a go in front of a reassuringly supportive crowd.

If you're interested in speaking, please email your proposed title and a one-line summary to editor@lucyridout.co.uk. If you'd rather sit back and listen, we look forward to seeing you there.

Fees (incl. VAT)	SfEP Member¹/ SI member	SfEP Corporate Subscriber/ NUJ/ALPSP/PI/AFEPI member	SfEP Friend/Retired 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 and Advanced Professional Members.

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.

Housekeeping

Accommodation Accommodation is in (non-smoking) single-occupancy en-suite double rooms; the bathrooms have a shower cubicle. All rooms have a hairdryer, iron and laptop-sized safe. There are a small number of disabled-accessible rooms with wet rooms; if you would like to book one of these rooms, please contact the conference director to confirm availability. All bedrooms are on the ground floor.

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 £81 per night. Dinner on Friday and Monday is available from either the bar in the conference centre or the Waterfront Bar in the main hotel.

Guests Delegates are welcome to bring their partner/spouse as a guest. There is a guest bed-and-breakfast supplement of £36 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 across the site. No password is needed – simply click on the appropriate network option to connect.

Logistics & accessibility

Walking distances and accessibility The Training Centre at Wyboston Lakes is mostly on a single level. The only exception is the main conference room, where the AGM, Whitcombe Lecture and closing session will take place. This is on the first floor and is accessed by a flight of stairs, but there is also a lift. All conference rooms, bedrooms and dining and refreshment areas are in one building so very little walking between them is necessary. However, there is an enclosed quadrangle with seating areas for those wishing to get some fresh air, as well as 380 acres of grounds and lakes to explore.

Travel and parking The site [map](#) shows the training centre in purple, with plenty of free parking in front of the reception (R on the map). Information on travel to Wyboston Lakes can be found on the venue's [website](#) (including by helicopter if you're feeling flash), or see [Travel information](#) for more details.

Other facilities available

Various leisure activities are available at Wyboston Lakes, including a golf course and driving range, a gym and a spa. These need to be pre-booked, and special prices are available for delegates. If you are interested in taking advantage of any of these facilities, please contact the venue direct.

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.