society for editors and proofreaders
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upholding editorial excellence

Pre-booking information

29th annual conference

#sfep2018

Education, education, education

Lancaster University, 8–10 September 2018

Booking

Booking is **open until 6 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 20 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 **16 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 20 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 begins with registration for resident delegates from 3.45 on Saturday 8 September and ends at 4.30 on Monday 10 September. Day registration starts at 8.30 on Sunday and Monday.

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.

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Pre-conference events

Pre-conference course Saturday 8 September, 9.30–4.30: **Brush up your grammar** – This course is for those who have forgotten or are hazy about the rules of English grammar. It may appeal to several kinds of people: those who just want a bit of a reminder, those who feel they never learnt enough grammar, and those who did learn grammar but have lost confidence in using it. To book a place on this pre-conference course, click here (SfEP website).

Speed networking Saturday 8 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 8 September, 2.00–4.00: Lancaster Castle is one of the UK's most significant historic monuments. Its origins date back to Roman times and it has been a centre of justice, incarceration and penal reform for almost 1,000 years. The guided tour will take you through the tales of witchcraft, religious persecution, crime and punishment, rehabilitation and release through the ages. Please note that there is no wheelchair access in the castle and the route involves steps, but there are places to sit and rest for those who need to. The cost of the tour is £15, which includes transport.

Drop-in macro clinic Saturday 8 September, afternoon: Paul Beverley will be available to answer your questions about macros.

Lightning talks – please help!

Could you give a five-minute talk to your fellow SfEP members on editing or proofreading? Would you like to step out briefly from the shadows and have a go?

We're looking for 12 people to give short, illustrated lightning talks inspired by the conference theme, **Education, education, education**. How you approach the subject is up to you. You might want to instruct us or make us laugh, challenge us or confide in us. Past topics have ranged from learning British Sign Language to designing the perfect workspace, 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 hear your editorial colleagues holding forth – but not for too long! And they're an opportunity for novice public speakers to stand up in front of a reassuringly supportive crowd.

If you're interested in speaking, please email editor@lucyridout.co.uk. If you'd rather sit back and listen, we look forward to seeing you there.

Fees (incl. VAT)	**SfEP Member[1]/ SI member**	**SfEP Corporate Subscriber/ NUJ/ALPSP/PI/AFEPI member**	**Non-member**
Resident[2]	£420	£475	£525
Non-resident[3] (per day)	£128	£190	£210
Conference gala dinner (non-resident/guest)	£49	£49	£49

[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 This year, to help people spread the cost of conference attendance, we have introduced the option for members 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 6 July. If you wish to pay the deposit, please choose the 'Member –SfEP – £100 deposit – resident only' option rather than the 'Resident' option.

Housekeeping

Accommodation Accommodation is in (non-smoking) single rooms with en-suite shower rooms. There are communal kitchens for the use of delegates. Bedrooms have tea, coffee and mugs, and kettles are available in the kitchens, along with irons and ironing boards. Please note that delegates will need to bring their own hairdryers, and that the rooms don't have televisions. We are assured that the Wi-Fi is good enough to watch TV streamed on laptops or other devices. Bedrooms are on various floors, so if you have any accessibility requirements please let the conference director know.

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 £60 per night.

Guests A limited number of double rooms are available for delegates who want to bring their partner/spouse as a guest, but please note that these rooms are in a different part of the campus to the main accommodation area. There is a guest bed-and-breakfast supplement of £15 per night 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 campus.

University app

Lancaster University has created the iLancaster app to help students and visitors to the university find their way around and get the most from the campus. It is available in the app store for both Android and Apple devices.

Logistics & accessibility

Walking distances and accessibility Conference sessions will take place in the George Fox and Charles Carter buildings, which are located in the South Campus. Lunch will be served in the George Fox building. Accommodation (single rooms), dinner on Saturday night and breakfast each morning (except for those in double rooms) will be in the South West Campus in Barker House Farm, which is a 10-minute walk away. The gala dinner will take place in the Great Hall, which is in the North Campus. A shuttle bus service will run between Barker House Farm and the Great Hall on Sunday evening to take delegates to and from the gala dinner. Double rooms are in the North Campus, not far from the Great Hall.

The campus map should give you an idea of the distances between the different venues. We will provide a more detailed map and more information before the conference.

Travel and parking There is plenty of parking available close to both the George Fox building and Barker House Farm. See the Travel information for more details on how to get to Lancaster University by road and public transport.

Other facilities available

There is a sports centre in the North West Campus with a 25-metre pool that can be used by delegates for a small fee. There is also a gym, but to use it you must take an induction session booked in advance. If you are interested in doing this, please let the conference director know.

Harassment policy

Although we are not aware of any instances of harassment at past SfEP conferences, and we are all generally respectful in our dealings with each other, the council has decided to introduce a formal harassment policy. This should not stifle debate or the free exchange of ideas, but is intended to provide a clear policy on acceptable behaviour and reassure delegates that we take their safety seriously.

The policy is as follows:

The SfEP is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race or religion. We do not tolerate harassment of conference participants in any form. All communication should be appropriate for a professional audience including people from many different backgrounds. Sexual language and imagery is not appropriate for any conference venue, including talks. Be kind to others. Do not insult or put down other attendees. Behave professionally. Remember that harassment and sexist, racist or exclusionary jokes are not appropriate for the SfEP conference. Attendees violating these rules may be asked to leave the conference without a refund at the sole discretion of the conference organisers.

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

Filming at the conference

This year, a camera crew will be filming at the conference to create a series of films that will be used to promote the Society. Where filming takes place in social areas or workshops and seminars, there will

be designated opt-out areas that won't be filmed. The council are currently drawing up a policy for taking and using photos and videos at the conference and will send this to delegates when it's ready. We will be asking willing delegates to give short interviews about their experience of the SfEP and the various benefits it offers. If you'd like to participate, please contact the marketing and PR director, Denise Cowle.

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.