

# BES ANNUAL MEETING BOOKING FORM

2 – 5 September 2008, Imperial College, London, UK

**DEADLINE FOR RECEIPT OF BOOKINGS : 1 August 2008**

There are significant Early Bird discounts if you book **ONLINE** by 19 May 2008

PLEASE USE BLOCK CAPITALS

BES member :  Yes  No If yes, please give membership number .....

Completed membership application form accompanies this booking form

<b>CONTACT DETAILS:</b> name, address, telephone and email
<b>BADGE DETAILS :</b> name and affiliation

Please indicate your requirements by ticking the boxes below. All accommodation is in student halls of residence and breakfast is provided within the cost. Dinners will **NOT** be available on campus, but there are many restaurants and cafes a short distance from Imperial College. Lunch will be bagged and include a sandwich, soft drink, crisps and fruit. The satellite student meeting will run on 2 September with the main part of the Annual Meeting running from 3 to 5 September.

	Mon 1 Sep	Tue 2 Sep	Wed 3 Sep	Thu 4 Sep	Fri 5 Sep	TOTALS
<b>Days when attending the Meeting</b>						
<b>Lunch @ £8.50 per day</b>						
<b>Ensuite single room @ £66 per night</b>						
<b>Ensuite twin room @ £88 per night</b>						
<b>Student Meeting @ £10 (inc. lunch)</b>						
Do you require vegetarian <input type="checkbox"/> or vegan <input type="checkbox"/> lunch? If you have mobility issues, please contact the office.	<b>Registration fee : £150 for BES Members</b> <b>                              : £110 for BES Students</b> <b>                              : £250 for non Members</b>					
<b>TOTAL COST (£)</b>						

**Are you attending the Welcome Mixer at 18:30 on Tue 2 Sep (free event) YES/NO**

**PAYMENT DETAILS:**

<b>CARD HOLDER DETAILS:</b>	
Visa/MasterCard number Card holder's name Card holder's address	Expiry date Card holder's signature

**NO ACCOMMODATION WILL BE RESERVED UNLESS FULL PAYMENT ACCOMPANIES THIS FORM.**

Day Registration costs : £100 for BES Members per day; £70 for BES Student Members per day; £160 for non Members per day.

Day registration is available from the Registration Desk during the meeting, but anyone wishing to book meals and/or accommodation must book in advance.

## GUIDANCE NOTES

The main part of the Annual Meeting will run from 09.30 on Wednesday 3 September to late lunchtime on Friday 5 September. During Tuesday 2 September there will be a satellite student meeting. There will be a free Welcome Mixer for delegates on the evening of Tuesday 2 September at Imperial College; please tick the appropriate box on the booking form if you intend to attend.

**Everyone who wishes to attend the meeting, including speakers and oral or poster presenters, must register. No bookings will be processed without full payment.**

BES Membership costs £40 or £19 for students, retired or for people from reduced rate countries. Benefits include subsidised Journal subscriptions, 20% off Blackwell Publishing titles, member-only grants as well as reduced registration fees. Membership forms are available from the BES website.

Non-members who return a membership form with payment of subscription fees for 2008/2009, together with the meeting booking, will be eligible for the Members' registration fee.

If your institution is issuing a cheque for payment, do not rely on your Finance Office to forward your booking form to the BES. On many occasions Finance Officers have failed to send us forms, which results in obvious problems.

We endeavour to process booking submissions within two weeks of receipt. A letter of confirmation and joining instructions will be sent to you; if you have not heard from the Office within two weeks of submission, or there is anything needing alteration, please contact the Office as soon as possible. Please check your confirmation letter carefully. You should keep a copy of the completed form for your records. Please send your booking form by one method only, do not send copies via both mail and fax.

### MEALS & ACCOMMODATION

Breakfast is included in the price of accommodation. The number of rooms in halls of residence are very limited and bookings are dealt with in order of receipt.

Dinners will **NOT** be available on campus, but there are many restaurants and cafes a short distance from the College. Lunch will be bagged and include a sandwich, soft drink, crisps and fruit. The meeting will finish around lunchtime on Friday 5 September, so there is no lunch available on that day.

Imperial College run an accommodation bureau who looks after hotel bookings. If you would like to book a hotel close to the South Kensington campus please see [http://www.imperial.ac.uk/conferences/index.asp?page\\_id=27](http://www.imperial.ac.uk/conferences/index.asp?page_id=27)

### STUDENT SUPPORT

BES Student Members are eligible for the reduced registration fee and a 50% discount on lunch and accommodation costs that are booked directly with the BES. Only those students who are a member of the BES are eligible. The 50% discount only applies to accommodation and lunch booked through the BES.

### ABSTRACT SUBMISSION

The deadline for poster and oral abstract submission is **23 April 2008**. If you are submitting abstracts to the meeting, you must complete a booking form. See the BES website for full details.

### GREENING THE MEETING

The BES is actively trying to minimise the environmental impact of all of its activities, including its meetings. Estimated delegate travel to and from the 2007 Annual Meeting generated total CO<sub>2</sub> emissions equivalent to those released from boiling water for over 9.6 million cups of tea! The BES hopes you will travel to its meetings by the most sustainable means possible. Why not use the Discussion Board of our Facebook group to plan lift sharing:

<http://www.facebook.com/group.php?gid=2864120889> A number of independent organisations offer the opportunity to calculate and offset travel associated carbon emissions. More details – including information on the UK government's forthcoming Code of Best Practice for Carbon Offsetting Providers – can be found here:

<http://www.defra.gov.uk/environment/climatechange/uk/carbonoffset/index.htm>

### QUERIES

Any queries regarding the Annual Meeting should be directed to the BES office. The full programme of talks with abstracts will be available on our website in mid June 2008.

### PLEASE NOTE THAT THERE ARE NO REFUNDS ON BOOKING CANCELLATIONS

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