



## Annual Conference 2012 EDINBURGH

Thursday 30 August – Sunday 2 September

*in partnership with the School of Architecture and Landscape Architecture,  
Edinburgh College of Art, University of Edinburgh*

### BOOKING INFORMATION

**ACCOMMODATION:** The Conference will be based at Edinburgh University's Pollock Halls – specifically Holland House. All rooms are en-suite, and though they provide the requisite facilities (telephone, tea and coffee, internet access) they cannot be called luxurious. A choice of either hot or continental breakfasts is offered and included in the cost of accommodation. Delegates should note that there are no lifts in Pollock Halls – if a ground-floor room is required, please indicate this on your booking form. Further information can be found at [www.edinburghfirst.co.uk/for-accommodation/pollock-halls](http://www.edinburghfirst.co.uk/for-accommodation/pollock-halls). Non-residential places are available, including tea, coffee, lunches and dinner on Thursday evening. Thursday's supper, prior to the AGM and lecture, is included in the price of both Residential and Non-Residential places.

**GETTING THERE:** Pollock Halls is around two miles from Edinburgh Waverley station, from which taxis take around 10 minutes, and a walk approx. 20 minutes. The no. 33 bus can be taken to Pollock Halls from North Bridge, a short walk from the station; the journey will take 10 minutes. Pollock Halls offers 80 car parking spaces on a first come, first served basis, but these may be used by all residents, whether part of the SAHGB conference or not. Alternative parking is available at the NCP St John's Hill car park, at a cost of approx. £20 per 24 hours. Details for those travelling by car and air are available on the Edinburgh First website: <http://www.edinburghfirst.co.uk/getting-here>.

#### **COST PER PERSON** (provisional)

Residential (B&B 30 and 31 Aug, 1 Sept, including Thursday dinner)	£355.00 (single rooms only)
Non-residential (includes dinner on Thursday)	£230.00
Additional B&B per night (available by booking only)	£42.00 (single rooms only)
Additional meals at Pollock Halls (available by booking only)	£11.25 (per meal)
Annual Dinner	£45.00
Notes only, including postage	£15.00
Pre-conference tours (cost covers coach hire, lunch and refreshments)	£15.00 - £45.00 (see form)

**NB:** places on Pre-Conference Tours are allocated on a first come, first served basis. Please indicate your order of preference on the Application Form. Places are strictly limited, so book early to avoid disappointment. Please note that start times for the tours vary.

#### **Somers Brown and Eland Bursaries**

The Society is able to offer two bursaries, each to cover the cost of a residential Conference place plus a ticket for the Annual Dinner, to full-time student members wishing to apply for places on the Conference. If you wish to apply for a bursary please enclose a letter to this effect in accompaniment to your completed Application Form. If necessary a ballot will be held.

## **APPLICATIONS**

Due to the popularity of the Annual Conference, applications will be restricted to members only. Please complete and return your Application Form, along with a £100 deposit, by Friday 30 March 2012. The deadline is necessarily slightly earlier than usual (please see 'Cancellation' below), and we hope that it does not inconvenience you. You will be asked to pay the balance in June. Places will be awarded on a first come, first served basis. Applications must be accompanied by the deposit. However, if you are applying for a Bursary, or will be sponsored by your employer and are certain that a cheque will follow, please return your Application Form promptly with a note to this effect. If you require a receipt, please enclose a stamped, addressed envelope. Otherwise, you will only be informed if your application has been unsuccessful.

## **CANCELLATION**

Members are encouraged to take out personal travel insurance to cover all contingencies, as the University of Edinburgh's accommodation company, Edinburgh First, operates a strict cancellation policy and as such, we must do the same for the element of your booking which pertains to accommodation. We will do our best to reallocate bookings which are cancelled for essential reasons, but if this proves impossible cancellations will incur charges as follows:

- 180-121 days prior to 29 August 2012: 10%
- 120-91 days prior to 29 August 2012: 15%
- 90-61 days prior to 29 August 2012: 25%
- 60-31 Days prior to 29 August 2012: 50%
- less than 30 days prior to 29 August 2012: 100%

The usual arrangement regarding cancellation will apply to elements of the booking pertaining to non-accommodation costs. That is, should you cancel your booking before 31 July, a charge of £25 will be made. Thereafter, the charge will be at the discretion of the Executive Committee. Late cancellations will usually incur full payment.

## **SAHGB LIABILITY AND DISABILITY ACCESS POLICY**

In common with other societies and in line with current legislation, the Society has adopted the following policy on its own liabilities and on the provision that it will make for those with special needs.

Events organised by the Society inevitably involve the provision of access to buildings and other locations that are associated with risks to personal and collective safety. Members and guests participate in events at their own risk. The Society will do its best to minimise such risks but neither it nor its officers accept any liability arising from its activities. The Society also reserves the right to refuse access to its events (or to any part of an event) to any member or guest who, in the judgment of a member of its Executive Committee or the event organiser, puts the safety of that individual or of other participants at risk.

The Society naturally wishes to offer access to its events to all members and guests and is compliant with the Disability Discrimination Act (2005). Disabled persons wishing to attend events should contact the Events Officer or Conference Secretary (as appropriate) at the time of application for a discussion of the practicability of the itinerary and of any special arrangements that may need to be made, which the Society will do its best to accommodate. It cannot undertake to accommodate the special needs of disabled persons who do not contact its officers in advance of events and it may, for reasons of safety and liability described above, refuse such persons participation in parts or all of its events.