

39th Annual Study Conference & Exhibition



BIALL
BRITISH AND IRISH
ASSOCIATION OF
LAW LIBRARIANS

CONFERENCE

Thursday 12th June - Saturday 14th June 2008
RDS Dublin

Thursday 12th June - Saturday 14th June 2008

at RDS Dublin



Beyond the Pale

Planning for the next Information Generation

Provisional Programme & Registration Form

Welcome...

39th Annual Study Conference, Dublin 2008



BIALL last held its conference in Dublin in 1990. So if that was your last visit you need to look again! Dublin and the Conference have both changed utterly in that time. Some of the changes are the same for both conference and city – more people, greater choice and variety of products, longer working days, faster pace ...

Our programme this year covers issues as varied as are the roles, skills and interests of our members. Whether you are interested in the future of lawyers – our keynote session by Richard Susskind – ; or federated searching; professional roles; skills and training; Joycean legal Dublin; or some of the twelve parallel sessions on Friday there should be something for everyone, so make sure you make the most of your time.

The Exhibition Hall this year is just outside the main lecture hall and is large enough to have all exhibitors in the same room as our lunch and coffee breaks. The exhibition provides an excellent opportunity for suppliers and delegates to meet and discuss existing and new products. The Hall will also be the venue for many of the prize draws – so be sure to be there.

Our social events are a vital part of the conference and provide important networking opportunities. Equally important is the celebration of achievement and this year there will be awards on both Thursday and Friday. In addition to awards for publishing and service, the awards now recognise our excellence as individuals or teams in several spheres. Thursday night's informal dinner will be generously sponsored by LexisNexis. This year the Reception before the Annual Dinner on Friday is to be held in Trinity College's wonderful Long Room (with private access to the Book of Kells). The Association's Annual Dinner will be in Dublin's historic Mansion House and is generously sponsored by Sweet & Maxwell.

For visitors to Dublin, check the BIALL website for Joe Donnelly's Guide to Dublin or to book a place on his guided walking tour.

Whatever your interests, or the length of your visit I hope you enjoy yourself and have a rewarding conference in our beloved Dublin.

Jennefer Aston

Chair of BIALL

Dublin as a Conference Destination

Ireland's capital city lies at the heart of a region that enchants the visitor with a selection of fascinating historical monuments, beautiful natural scenery, thrilling sporting events, and unspoiled lakes, rivers and stretches of coastline.

Dublin is usually the first port of call for visitors and this energetic, youthful city pulsates with a compelling mix of history, culture, hip bars and pubs, elegant architecture, great shopping and some of the country's most sophisticated restaurants. Cosmopolitan and diverse, Dublin is now one of Europe's top urban hotspots.

Beyond Dublin, the East of Ireland tells a different story offering a contrasting slice of life. This region is famed for its rich natural charms, ancient sites, top golfing and world-renowned horseracing. But what really defines the East is the unspoiled countryside with glistening lakes, tranquil rivers, authentic rural life, scenic pastureland, rolling hills and forest parks.

Dublin is easily and cheaply accessible from most British airports and from an increasing number of European cities. An alternative, especially if you intend to travel beyond Dublin, is to take one of the many high-speed car ferries that shuttle across the Irish Sea from Liverpool, Holyhead, Fishguard (via Rosslare) and Stranraer (via Larne). Public transport around Dublin is relatively cheap and reliable. Buses cover the city and its suburbs, while the DART and suburban rail network provide a good service to outlying towns.

By Air: There are long-haul direct flights from the USA, Canada, Middle East and South Africa, but no direct flights from Australia or the Far East. Travellers from these countries will find a number of options through

European and Middle Eastern hubs (in addition to London) with airlines such as Air France, British Airways, Emirates, Etihad, and Singapore.

From the UK Aer Lingus, British Airways, BMI, Cityjet, Easyjet, Flybe and Ryanair all offer frequent services into Dublin from most of Britain's major cities. Smaller airlines offer less regular flights from other locations. All the airlines keep a keen eye on one another's rates, and there are very good offers to be found if you are prepared to fly off peak and mid-week; Ryanair often has the cheapest deals. All the airlines offer an online booking facility. Prices go up in summer so book well in advance. Flight time to Dublin from London is about an hour; less from most other UK cities.

From Europe AB Airlines, Adria Airways, Aer Lingus, Aeroflot, Air France, Alitalia, Iberia, Lufthansa, Maersk, Ryanair and SAS, offer regular flights from most European cities into Dublin.

From North America Aer Lingus, Continental, TWA, United Airlines and DUPL offer regular flights from major US cities to Dublin. Direct services on Aer Lingus depart from Baltimore Washington International, Boston, New York, Los Angeles and Chicago. Air Canada and Transat fly direct to Dublin from Toronto. Flights from the west coast of the USA can be very expensive and travellers may get a better deal flying to London or another hub and taking a budget flight to Dublin from there.

Airport information Dublin International Airport, www.dublinairport.com, is located 12 km (eight miles) north of the city.

The Aircoach (recommended) leaves the airport every 15 minutes from 0500 to midnight and then hourly from midnight to 0500. There are 2 routes, so for the conference hotels choose the Ballsbridge service. It travels directly to O'Connell Street and then continues on a circuit through south Dublin city centre and Ballsbridge, dropping off at designated stops beside the major hotels.

The fare is €7 single, €12 return. Accompanied children travel for free.

There is no train service between the airport and the city centre but Dublin Bus runs two Airlink Express buses: the 747 service stops at Parnell Square West, O'Connell Street, Busáras and the airport; the 748 service connects Tara Street DART station, Heuston Station, Connolly Station, Busáras and the airport. The fare for both routes is €4.50 adult single, €7.50 adult return, child €2 single. Rambler tickets are also valid on the Airlink service. The 747 runs every 10 to 15 minutes from 0545 (0715 on Sun) to midnight daily, while the 748 runs about every 30 minutes from 0650 (0700 on Sun) to 2100. Journey time is about 35 minutes, but can be significantly longer in the rush hour. Local buses 41, 41A and 41B also serve the airport. The journey takes an hour and the single fare is €1.40.

Taxis cost around €30 from the airport to the city centre; slightly less from the city to the airport. A cab can be the most convenient transport option, but is expensive unless three or four people share the ride and the fare.



By Train: Iarnród Éireann is the national rail provider. Trains are the swiftest means of getting between Dublin and other towns in Ireland, although they are generally more expensive than buses and cover far fewer destinations. Tickets can be booked online www.irishrail.ie

By Sea: Situated 3km from Dublin City Centre, Dublin Ferry Port is Ireland's busiest ferry gateway with up to 18 sailings daily to England, Wales and Douglas in the Isle of Man. With 3 ferry terminals and a choice of 4 ferry operators - Irish Ferries, Stena Line, Norfolkline Irish Sea and P&O Irish Sea Ferries - there are frequent ferry crossings from Dublin to Liverpool, Liverpool Birkenhead, Douglas and Holyhead. Please visit www.directferries.co.uk

Ferry access is also available on a number of services operated by Stena Line from Holyhead through Dun Laoghaire Ferryport to the south of Dublin City Centre - www.stenaline ferries.org

Dublin to Liverpool Ferry with P&O Irish Sea Ferries	2 ferry crossings daily, 8 hour sailing
Dublin to Liverpool Birkenhead Ferry with Norfolkline Irish Sea	2 ferry crossings daily, 8 hour sailing
Dublin to Holyhead Ferry with Irish Ferries and Stena Line	7 ferry crossings daily, 1 hour and 50 minute sailing
Dublin to Douglas Ferry with Stena Packet Ferries	3 ferry crossings weekly, 3 hour sailing

Pre-Conference Seminar

“Back to Basics: Cataloguing and Classification”

The pre-Conference seminar, organised by the Professional Development Committee will take place on the afternoon of Wednesday 11th June at the Ballsbridge Inn Hotel, Dublin. Registration for the seminar and lunch is from 13.00, the seminar itself is scheduled from 14.00 - 17.30.

***How do you deal with old editions?
Are you sure how to enter a judge's name
in an author field?
Which classification scheme (if any) is
suitable for your library?***

Just a few of the common problems encountered in cataloguing and classifying legal information. The Professional Development Committee is delighted to welcome Guy Holborn, Librarian of Lincoln's Inn and Christine Miskin, Editor of LIM to provide common-sense practical guidance on our topics.

This seminar will demonstrate the need to ensure accuracy and consistency in cataloguing and classification, without getting caught up in the finer points of arcane cataloguing lore and elaborate taxonomies. The seminar will be very practical and will look at the particular issues faced by law libraries.

Our first session will look at problems commonly encountered when cataloguing legal materials and suggest clear, practical solutions. This will be followed by an overview of classification schemes and a look at how to choose the right scheme and adapt it to make it work for your library.

Booking for the Seminar

Places are limited and will be allocated on a first come, first served basis. To book your place please complete the appropriate section on the Registration Form. The fee will be included on your invoice.

Parallel Sessions

Delegates are asked to attend the whole of a Parallel Session and not to switch between them. To help you make an informed choice more information on the parallel sessions will appear on the BIALL web-site.

To reserve your place at the parallel sessions please tick the boxes provided on the Registration Form. If no sessions are indicated it will be assumed that you do not wish to attend this part of the programme.

Confirmation of your attendance will be indicated on your Invoice, which will be forwarded as acknowledgement of receipt of your completed Registration Form.

Please note numbers for the parallel sessions are limited and will be allocated on first come first served basis.

‘Buddy’ Scheme

BIALL offers a ‘buddy’ scheme whereby first time delegates can be put in touch with each other. This allows first time attendees to chat before conference and perhaps arrange to meet in Dublin. Further details will be mailed with the registration information. A Welcome Reception for new and overseas delegates will be held during the conference, therefore please confirm your status on the Registration Form.

Speakers’ Presentations

The Speakers’ Presentations, subject to permission from individual Speakers, will be available in an electronic format after the conference at £12.50 per set. Pre-book your copy by ticking the appropriate section on the registration form.

Provisional Programme 2008

Wednesday 11th June 2008

PRE-CONFERENCE SEMINAR

- 13.00 – 14.00 Registration and lunch for seminar participants
- 14.00 – 17.30 Pre-Conference seminar organized by the Professional Development Committee
- “Back to Basics: Cataloguing and Classification”**
Guy Holborn and Christine Miskin

Thursday 12th June 2008

- 09.00 Registration Desk and Exhibition open
- 10.00 – 10.15 **Formal Opening of Conference**
- 10.15 – 11.00 **“Information to Knowledge – the Process”**
Lesley Robinson – *Lesley Robinson Consultancy Services*
- 11.00 – 11.45 Refreshments and **Official Opening of Exhibition**
- 11.45 – 12.45 **Keynote Address “The Future of Lawyers”**
Richard Susskind
- 12.45 – 14.00 Lunch and Exhibition
- 14.00 – 15.30 **“Who Are the Next Generation? An Interactive Panel Discussion”**
Chair - Janice Edwards – *Maclay Murray & Spens*
Panelists – Sue Hill – *Sue Hill Recruitment*; **Martin De Saulles** – *University of Brighton*
- 15.30 – 16.15 Refreshments and Exhibition
- 15.30 – 16.00 Reception for new and overseas delegates
- 16.15 – 17.15 **“Have Your Say” (aka Members’ Forum)**
Your opportunity to make comments or ask questions about BIALL
- 17.15 Registration Desk and Exhibition close
- 19.00 Coaches from hotels to the evening event
- 19.30 Opening Reception followed by Informal Dinner (at 20.15)
– *Crowne Plaza, sponsored by LexisNexis*

Friday 13th June 2008

09.15 Registration Desk and Exhibition open

09.30 – 10.30 Parallel Sessions A

A1	A2	A3	Alternative activities
The Future of Information Work – Developing Library School Courses Martin De Saulles <i>University of Brighton</i>	The Implications of Change for Copyright Law and Copyright Libraries Margaret Flood <i>Trinity College Dublin</i>	Skills for Law Students – Developing a New Publication Sarah Carter <i>Kent Law School</i>	Your opportunity to schedule another visit to the Exhibition, an appointment with a specific supplier, or some free time.

10.30 – 11.15 Refreshments and Exhibition

11.15 – 12.15 Parallel Sessions B

B1	B2	B3	Alternative activities
Will Librarians Be Needed in 2010? The Future of the Job Market Sue Hill <i>Sue Hill Recruitment</i>	Researching the Law of Northern Ireland Heather Semple <i>Law Society of Northern Ireland</i>	Teaching Law Practice Technology Marguerite Most <i>Boston College Law Library</i>	Your opportunity to schedule another visit to the Exhibition, an appointment with a specific supplier, or some free time.

12.30 – 13.30 **BIALL Annual General Meeting**

13.30 - 14.30 Lunch and Exhibition

14.30 - 15.30 Parallel Sessions C

C1	C2	C3	Alternative activities
Presentation Skills – A Practical Workshop Lesley Robinson <i>Lesley Robinson Consultancy Services</i>	Searching for a Search Provider Bethan Box <i>Osborne Clarke</i>	Who's Really Computer Savvy? Web2.0 Technologies and Your Library Stephen Weiter <i>Appellate Division Law Library, M. Dolores Denman Courthouse</i>	Your opportunity to schedule another visit to the Exhibition, an appointment with a specific supplier, or some free time.

15.30 – 16.00 Refreshments and Exhibition

16.00 - 17.00 Parallel Sessions D

D1	D2	D3	Alternative activities
Visions of Success – Overhead or Valuable Asset? Mary Lovell <i>7Side Ltd</i>	Federated Search – the Process and the Problems Melanie Farquharson <i>3Kites Consulting</i>	CanLII and BAILII – an update Janine Miller <i>CanLii</i> & John Mee <i>University College Cork</i>	Your opportunity to schedule another visit to the Exhibition, an appointment with a specific supplier, or some free time.

17.00 Registration Desk and Exhibition close

18.30 Private viewing of the Book of Kells at Trinity College.
Interested delegates should tick the appropriate box on the registration form.

- 18.45 Coaches from Ballsbridge Hotels to Trinity College for the evening event
- 19.00 – 19.45 President's Reception - The Long Room, Trinity College
- 20.00 BIALL Annual Dinner followed by presentation of awards – *Mansion House, sponsored by Sweet & Maxwell*

Saturday 14th June 2008

- 09.45 Registration Desk and Exhibition open
- 10.00 – 10.45 **“The Impact of the Legal Services Bill”**
Lucy Dillon – *Berwin Leighton Paisner LLP*
- 10.45 – 11.30 **“Law, Crime and Punishment in Bloomsday Dublin”**
Mr Justice Adrian Hardiman – *Supreme Court of Ireland*
- 11.30 – 12.00 Refreshments and Exhibition
- 12.00 Exhibition closes
- 12.00 – 12.45 **“Implementing an Enterprise-Wide Search Tool”**
Victoria Jannetta – *Field Fisher Waterhouse*
- 12.45 – 13.30 **“Will Librarians be Needed in 2015?”**
Simon Drane – *LexisNexis Butterworths*
- 13.30 – 13.45 **Formal Closing of Conference**
- 13.45 – 14.30 Lunch and departure
- 14.30 Registration Desk closes

Please note that all timings, session titles, and speaker details are provisional at the time of printing. As details are confirmed these will be posted on the BIALL website.

Sponsors



Booking & Accommodation Information

Registration Fees

Register early to qualify for the **Early Bird Registration Fees**

For Bookings BEFORE 2nd May 2008	BIALL Member	Non member
Pre-Conference Seminar	£85.00 (€ 106.25)	£95.00 (€ 118.75)
Conference Package	£465.00 (€581.25)	£545.00 (€681.25)
Day Delegate Rate	£195.00 (€243.75)	£245.00 (€306.25)

For Bookings AFTER 2nd May 2008	BIALL Member	Non member
Pre-Conference Seminar	£95.00 (€ 118.75)	£105.00 (€ 131.25)
Conference Package	£520.00 (€643.75)	£600.00(€ 750.00)
Day Delegate Rate	£245.00 (€306.25)	£295.00 (€296.25)

The Pre-Conference Seminar rate includes registrations fee, lunch and refreshments.

The Conference Package rate includes the 3-day registration fees, refreshments and lunch daily, all social events including pre-dinner drinks, 3-course meals with refreshments and entertainment.

The Day Delegate rate includes one day registration fee, refreshments and lunch.

Dinners (applicable to day delegates only)

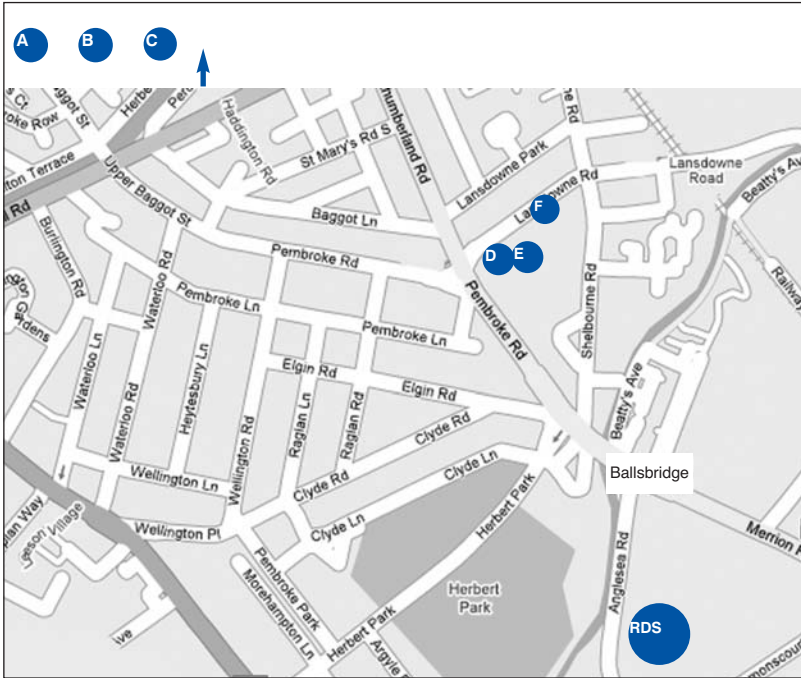
Thursday night is the informal dinner which will be held at the Crowne Plaza Dublin Airport and Friday night will be the President's Reception held at Trinity College followed by BIALL Annual Dinner which will take place at the Mansion House.

All dinner tickets include reception on arrival, meal with refreshments and entertainment, if applicable, and can be purchased at the following rates:

Thursday 12th June 2008	Crown Plaza Dublin Airport	£ 55.00 (€ 68.75) per ticket
Friday 13th June 2008	Trinity College & Mansion House	£100.00 (€ 125.00) per ticket

If you are booking the Conference Package dinners are included.

Hotels



A	Mont Clare Hotel	D	Ballsbridge Inn
B	Davenport Hotel	E	Ballsbridge Towers
C	Alexander Hotel	F	Ballsbridge Court

Irish VAT and invoicing – Although BIALL are registered for VAT in the UK, the Association has been advised by the Irish Revenue Commissioners that we are not eligible to register for VAT in Ireland. Consequently, the Association is unable to reclaim VAT in Ireland and therefore delegates will be unable to recover VAT on their registration and accommodation fees at this year’s conference to be held in Dublin.

The Association as is usual is providing an accommodation and conference package to delegates. The rates quoted are in sterling and are inclusive of Irish VAT which the Association is liable to pay. As a result, the Association has been advised that the reclaim process on Irish VAT on the hotel accommodation is not applicable

Accommodation

This year BIALL have identified two hotel chains; the O'Callaghan group and D4 Hotels which have properties within walking distance of the RDS. All reservations for accommodation, including any amendments/additions/cancellations, must be made through the Conference Organisers in order to obtain the rates shown. However, the price of accommodation at each hotel does not necessarily reflect the standard of that accommodation.

Please note: Accommodation at certain hotels may be limited therefore you should book as early as possible to get your preferred choice and rates quoted.

Hotels inspected by the BIALL conference committee in January, 2008.

O'CALLAGHAN GROUP

The Mont Clare, Davenport and Alexander Hotels are clustered together in the heart of Georgian Dublin, all within easy reach of the Grafton Street shopping area and Trinity College. They are located approximately 30 minutes walk from the RDS Conference Venue and are well served by bus routes which will take delegates directly to the RDS in approximately 15 minutes.

A. Mont Clare Hotel

The Mont Clare Hotel has 80 guestrooms. All bedrooms are air-conditioned and decorated in warm shades of red and cream. All rooms feature individually controlled air-conditioning, telephone, computer data port, satellite television and in-house movies, tea/coffee making facilities, trouser press and hairdryer.

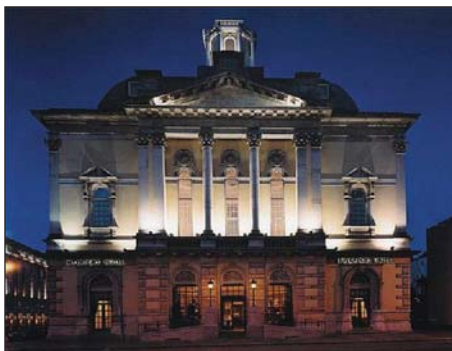


Residents of the Mont Clare Hotel are welcome to use the gymnasium facilities at the Davenport and Alexander hotels, both located directly across the street. Each is equipped with cardio-vascular exercise machine and free weights.

B. Davenport Hotel

Featuring a magnificent facade dating to 1863, this hotel is traditionally styled in keeping with the original building.

The standard of accommodation at the Davenport is top class. In addition to all of the standard facilities that one expects of a modern hotel, the rooms are air conditioned, have a computer modem line with wifi available on request, direct dial telephone, voice mail, satellite TV and movies, welcome tray, hairdryer, trouser press, personal safe and bathrobes.



C. Alexander Hotel

The Alexander Hotel offers contemporary deluxe accommodation. All 102 guest bedrooms offer air conditioning, direct dial telephone with voice mail messaging, wireless broadband, personal safe, cable television with in-house movies, hairdryer, trouser press, iron and ironing board, tea and coffee making facilities.

Guests of this hotel can avail of the 24 hour access to the hotel gymnasium equipped with state of the art Technogym TM equipment.



D4 Hotels

D4 Hotels are a collection of three properties in one of Dublin's best locations, Ballsbridge which is about half hour walk from the City Centre. The D4 Hotels are approximately 10 minutes walk from the RDS Conference Venue. The Aircoach link from Dublin Airport stops at the front gate.

D4 Hotels do not offer room service or provide tea and coffee making facilities in their rooms, however, BIALL have arranged for tea/coffee to be available in the Lobby Lounge at Ballsbridge Inn/Towers between 17:00 – 19:00 on Wednesday, Thursday and Friday on a complimentary basis for delegates to help themselves to take back to their rooms. Alternatively, Café Java will also be open during these times for delegates wishing to purchase speciality coffees and teas.

Breakfast is included (a breakfast voucher will be issued at the time of check-in) and served in 'The Dubliner', which doubles as the pub in the evenings! For delegates not wishing to eat breakfast in a 'pub-style' set-up, a continental breakfast; croissants, Danish, juices and tea/coffee will be made available in the Lobby Lounge.

D. Ballsbridge Inn (formerly Jury's)



E. Ballsbridge Towers

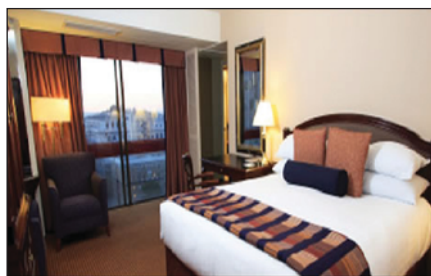


Located in the same building, the Ballsbridge Inn and Ballsbridge Towers offer spacious rooms with sitting areas. There is a gym, beauty and hair salon. All bedrooms offer air conditioning, iron/board, satellite TV, safe, direct dial telephone and free wifi access

F. Ballsbridge Court (formerly Berkeley Court)

The Ballsbridge Court is located on the same site at the Inn and Towers, but offers higher grade surroundings. Breakfast is serviced in FXB Restaurant.

The Ballsbridge Court bedrooms offer All bedrooms offer air conditioning, iron/board, satellite TV, safe, direct dial telephone and free wifi access



Hotels	Double/ Twin Room <i>Twin Occupancy</i>	Double/ Twin Room <i>Single Occupancy</i>	Distance from RDS
A Mont Clare Hotel	£78.00 (€97.50)	£140.00 (€175.00)	30 minute walk
B Davenport Hotel	£96.00 (€120.00)	£176.00 (€220.00)	30 minute walk
C Alexander Hotel	£96.00 (€120.00)	£176.00 (€220.00)	30 minute walk
D Ballsbridge Inn	£58.80 (€73.50)	£78.80 (€98.50)	10 minute walk
E Ballsbridge Towers	£78.80 (€88.50)	£90.80 (€113.50)	10 minute walk
F Ballsbridge Court	£78.80 (€88.50)	£90.80 (€113.50)	10 minute walk

Accommodation rates are based on a per person per night basis and are inclusive of Full Irish Breakfast, service charge and Irish VAT and calculated on an exchange of €1.25 = £1.00

Additional Nights' Accommodation

Extend your stay and enjoy the sights and facilities in Dublin. Accommodation can be pre booked for Tuesday and/or Saturday, contact the Conference Organisers prior to completing the appropriate accommodation section on the reservation form to request availability and price.

Booking Conditions

1. Each delegate must complete a Registration Form.
2. Membership Subscriptions for 2008 / 2009 **MUST** have been paid by Friday 30th May 2008 to benefit from the members rate, otherwise BIALL reserve the right to charge the non members rate.
3. An invoice will be raised on receipt of the completed Registration Form and payment may be made by one of the following methods:–
Credit Card – Please telephone +44 (0) 1527 518777 and quote your: VISA / VISA Electron / MasterCard / Maestro / Solo / JCB Card / AMEX
Cheque – Please make cheques payable to BIALL and post to Sovereign Conference at the address shown below
BACS
Account Name: BIALL Conference Account
Bank Address: NatWest Bank Plc, Bristol Queen's Road Branch, 40 Queen's Road, Bristol, BS8 1RD
Account No: 29885175
Sort Code: 60-17-12
IBAN: GB84NWBK60171229885175
Swift Code: NWBKGB2L
Please submit a copy of the Remittance Advice to Sovereign Conference
All invoices must be paid within 30 days of the invoice issue date or prior to the Conference commencement date, whichever is less.
4. Cheque payments may be made in pounds sterling (£) or Euros (€). Payments received by Credit Transfers will be subject to a £10.00 fee to cover bank charges.
5. Cancellations received in writing by **Friday 2nd May 2008** carry a 50% cancellation fee. Cancellations made after this date, or a 'non-attendance' at the conference itself carry a 100% cancellation fee.
6. There is a financial penalty on the conference fees for all bookings received after **Friday 2nd May 2008**.
7. **No refund** will be given for any reason other than in condition 5.
8. The British and Irish Association of Law Librarians (BIALL) and Sovereign Conference will not be held responsible for any reason outside of their control should the conference not be able to commence or be curtailed early.
9. BIALL and Sovereign Conference will not be held responsible for any loss or damage to personal items of any delegate or accompanying person or any other loss or injury caused to a delegate or accompanying person during or in connection with the Conference.
10. All delegates must register at the Conference Registration Desk on arrival. Details of registration times will be confirmed in the final delegate letter which will be forwarded before the commencement date of the conference.

Booking Conditions

11. If at any time a non member replaces a member of BIALL on the registration, the additional fees will be charged.
12. BIALL and Sovereign Conference will not be held responsible for their inability to accept a booking for this Conference due to it being over subscribed.
13. Accommodation at the hotels is subject to availability. BIALL and Sovereign Conference will not be held responsible for any delegate not being able to reserve a room at the selected conference hotels. All reservations must be made direct with Sovereign Conference.
14. BIALL and Sovereign Conference will not be held responsible for arranging any special diets, medical requests, etc., of delegates or accompanying persons but will endeavour to do so if these requirements are advised to Sovereign Conference at the time of booking.
15. Each delegate is responsible for settling their own 'extras', i.e., telephone calls, newspapers, bar charges, additional meals, etc., directly with the hotels.
16. All amendments / cancellation or substitutions **MUST** be received in writing to the Conference Organisers, Sovereign Conference.

Should you have any queries or require any further information please contact the Conference organisers:

Sovereign Conference, Exhibitions & Travel Incentives

Secure Hold Business Centre
Studley Road, Redditch
Worcestershire, B98 7LG
ENGLAND

Tel: **+44 (0) 1527 518777**

Fax: **+44 (0) 1527 518718**

Email:

association@sovereignconference.co.uk

Website:

www.sovereignconference.co.uk

REGISTRATION FORM

A Registration Form must be completed by each delegate in **BLOCK CAPITALS** and forwarded to the conference organisers. Please note Total numbers at this meeting are limited and registrations will be dealt with on a first come, first served basis.

Full name:

Job Title:

Organisation:

Address for Correspondence:

Post code:

Telephone No. Daytime: Evening:

E-mail:

DX: BIALL Membership No:

Invoice Name & Address (if different to the one shown above): e.g. Law firm, service company etc

Post code:

Please tick the boxes to confirm your requirements and insert the amount you are expecting to be invoiced

£ / €

Pre-Conference Seminar

Conference Package

Day Delegate

Thursday 12th June, 2008

Friday 13th June, 2008

Saturday 14th June, 2008

Dinners - (for Day Delegate bookings only)

Thursday 12th June, 2008 @ £55.00 (€68.75) per ticket

Friday 13th June, 2008 @ £100.00 (€125.00) per ticket

Accommodation – (Please complete Accommodation section overleaf)

number of nights _____ @ £ _____ per night

Speakers' Presentations No. _____ @ £12.50 per set

Total amount to be invoiced

Payment of Invoice by Bank Credit Transfers

Payments submitted will incur bank charges (please see Booking Conditions) which will be added to your invoice.

Please tick the box to advise if your payment will be made by Bank Credit Transfer

Next of Kin Please provide details in case of an emergency during the event

Name:	Telephone:
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Accommodation – Please tick the box(es) to confirm your requirements

1st Choice	<input type="checkbox"/>	2nd choice	<input type="checkbox"/>	3rd choice	<input type="checkbox"/>
<input type="checkbox"/>	Wednesday 11th June 2008	<input type="checkbox"/>	Thursday 12th June 2008	<input type="checkbox"/>	Friday 13th June 2008
<input type="checkbox"/>	Friday 13th June 2008	<input type="checkbox"/>	Saturday 14th June 2008	<input type="checkbox"/>	

Additional nights (specify night(s):

<input type="checkbox"/>	Single Occupancy	<input type="checkbox"/>	Double Room	<input type="checkbox"/>	Twin Room
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If you are booking a Double or Twin room for twin occupancy please advise the name of the additional person sharing, otherwise we will assume that the room is being booked for single occupancy and you will be charged accordingly. **Note** it is not possible for shared rooms to be arranged by the conference organisers.

Name of person sharing Double/Twin room is:

I will be making my own accommodation arrangements, please tick box provided

Parallel Sessions – Please tick the boxes to confirm your attendance

09:30 – 10:30	A1	A2	A3
11:15 – 12:15	B1	B2	B3
14:30 – 15:30	C1	C2	C3
16:00 – 17:00	D1	D2	D3

Please tick if required viewing of Book of Kells, Friday 13th June 2008 @ 18.30

Special requirements/requests (non-smoking/smoking, disabled, gluten-free, vegetarian, etc)

If applicable, please tick to advise if you are:

<input type="checkbox"/>	New Delegate	<input type="checkbox"/>	Overseas Delegate	<input type="checkbox"/>	'Buddy Scheme'
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Please read Booking Conditions prior to completing this form. All completed forms should be sent to the Conference Organisers, Sovereign Conference. Bookings may also be made via our Website.

Please tick to confirm you have read and agree with the Booking Conditions. Date