

BFFS National Conference
27-28 September, Showroom Cinema, Sheffield
PRACTICAL INFORMATION - WHAT YOU NEED TO KNOW

Completing the Booking Form

Please complete the booking form using block capitals. If more than one person is attending please list all names. **The closing date for returning the booking form is Friday 19 September.**

Special Rates

We welcome all delegates from Film Societies/Community Cinemas to attend the event. We are pleased to offer special rates to delegates from organisations that are Member/Associates of BFFS.

If your organisation is a Member/Associate of BFFS your Secretary will be able to give you the BFFS Registration Number for your film club/community cinema. Alternatively please contact BFFS and we'll give you the number. Please note that the special rates are only available to delegates from organisations that have paid the annual subscription in 2008.

Booking Options

You can book a single day pass for either Saturday or Sunday. This does not include the BFFS Annual Dinner. This may be booked separately.

Two weekend packages are available offering excellent value. Both packages include a complimentary cinema ticket for a Friday evening film at the Showroom, a full weekend conference pass and the BFFS Annual Dinner. The residential option includes 2 nights accommodation with breakfast in a city centre hotel. The rate quoted covers the entire package for 2 people, based on them sharing a double or twin room for 2 nights.

If you are a single delegate and are interested in the residential option, please contact BFFS for further information.

Delegate Passes

All pass rates include morning and afternoon refreshments and lunch. Your pass entitles you to attend all training/networking sessions and film screenings on a given day or over the full weekend, as applicable. The Film Society of the Year Awards and the BFFS Annual General Meeting are free to all delegates to attend.

Bursaries

Limited bursaries are available for delegates from North East England and the West Midlands. The bursaries offer support towards travel, accommodation and conference passes.

NE England: Northern Film and Media



contact: roxy@northernmedia.org

W Midlands: Screen West Midlands



contact: emma.bangham@screenwm.co.uk

Bursaries may be available from other Screen Agencies. We will keep you updated as information becomes available.

Payment Terms

When returning the booking form, please enclose a cheque for the total amount, made payable to 'BFFS'. We regret that we are unable to accept debit or credit card payments. However, payment can be made by electronic transfer, bank details can be provided on request.

Substitution and Cancellation

If you have booked a place but are unable to attend, you may make a substitution at any time. If it is not possible to notify us of the substitution prior to the conference this should be done immediately on arrival at the conference. Cancellation can be made up to 1 week before the conference a refund will be issued less a £10 Admin fee. We regret that we cannot make any refunds for delegates who do not arrive at the conference.

Accommodation

The Residential Weekend Package includes 2 nights accommodation at the Cutlers Hotel in the heart of the City Centre see: <http://www.cutlershotel.co.uk>

For other options an up to date list of hotels in Sheffield can be found here:

<http://www.sheffield.gov.uk/out--about/tourist-information/staying-in-sheffield>.

If you prefer to stay outside the city centre a 15min drive will take you to the Peak District National Park, one of the most breathtaking areas of outstanding natural beauty in England see: <http://www.visitpeakdistrict.com/> for more details.

The Venues

Conference: the Showroom Cinema is only minutes away from Sheffield Railway Station. Directions for reaching the venue can be downloaded here: www.showroom.org.uk/conferencing/location.html

Annual Dinner and Film Society of the Year Awards: The Cutlers' Hall is located in the centre of Sheffield and is a short tram/taxi ride from the Railway Station. Directions for reaching the venue can be downloaded here: www.cutlers-hall-sheffield.co.uk/map_sheffield.pdf.

Special Diets

All catering will accommodate the requirements of vegetarians. Most dietary requirements can be catered for; please indicate on booking.

Access

We welcome delegates with disabilities. All venues are accessible to wheelchair users and can accommodate other requirements. Please let us know in advance if you have any specific requirements.

Feedback

At the end of the conference you will be asked to complete an evaluation form. To ensure we maintain a high quality of service, we welcome your comments and suggestions and would ask you to take the time to complete these details and return them to us.

Data Protection

The information you provide on the booking form will be held on a database to process the confirmation of your place. We will not pass on this information to anyone outside BFFS.

Enquiries

If you have further enquires please contact Ros, Ami or Jaq on 0114 2210314 or info@bffs.org.uk