



Volkshochschule der Stadt Bielefeld
Ravensberger Park 1
D-33604 Bielefeld/Germany
Tel. ++49(0)521 51 23 31
Fax ++49(0)521 51 34 31



Local organisers:

John Warner & Wolfgang Ridder
email: john.warner@besig.org
email: wolfgang.ridder@besig.org

IATEFL BESIG website: www.besig.org

23rd IATEFL BESIG Annual Conference, Bielefeld, Germany 19 - 21 November 2010

INFORMATION FOR CONFERENCE EXHIBITORS

Pricing and VAT

All the prices on the website are quoted exclusive of Value Added Tax. VAT will be added to the final invoice where applicable.

Conference Details

The 23rd Annual IATEFL BESIG Conference will be held at the Volkshochschule der Stadt Bielefeld, Bielefeld, Germany 19 - 21 November 2010. We are expecting approx. 400 delegates. All the workshops and talks will take place in the Main Building of the Volkshochschule. A list of hotels is available on the BESIG website.

It is hoped that it will be possible to set up from 09:00h on Friday November 19th. **But confirmation of exact timings will be given in our confirmation letter to you!** Support will be available for set-up. The conference will finish at 13:45h on Sunday and we would ask you to clear away as soon as possible after the close. Again, volunteers will be on hand to assist you. You will soon be sent additional information concerning the storage of materials and the date from which it will be possible for the Volkshochschule Bielefeld to receive exhibition-related materials.

Conference Options for Exhibitors/Sponsors:

On the webpage there is a list of sponsorship and exhibition space options available for the conference. Please decide how much space you will require for your stand and indicate it on the page. Also, let us know if you will be bringing your own stand or if you would like the Volkshochschule to provide tables. The data is sent to you for confirmation and to Cornelia Kreis-Meyer (cornelia.kreis-meyer@besig.org). As usual, you are encouraged to make other contributions (giveaways, items for the raffle, etc).

This year, the exhibition area will be mainly spaced out over the ground floor and a possible overspill could be housed in the two central open areas of floors 1 and 2 of the main VHS Building; these areas are either surrounded by or act as conduits to the lecture halls in which the presentations take place and can accommodate stands of varying, but not exceedingly large size. If you have an unusual size for your exhibition stand we need to have the exact measurements as soon as possible so that they can be checked against the fire regulations of the building and the space

available. We have modified the conference schedule in a way that will allow more time for the delegates to visit the stands.

Delivery and storage:

Exhibition materials should be sent to the Volkshochschule at the address which will be contained in our confirmation to you; remember to specify "**BESIG**" in the delivery instructions. If you are sending also items to be put into participants' conference bags, please, send them in a separate delivery and label them clearly "**INSERTS**". Again, details on the ideal dates of delivery will be available shortly and will be sent to you as soon as we have confirmed them.

Questions concerning the exhibition:

If you have any questions about exhibiting at the BESIG Conference, feel free to email Cornelia Kreis-Meyer (cornelia.kreis-meyer@besig.org) or use the contact form on the exhibitors page. For any other enquiries about accommodation, directions, the area, or the conference in general, you can either refer to the BESIG website or contact our local organizers in Germany: John Warner and Wolfgang Ridder, at the email addresses listed above.

Website:

This year we are trialling a web based booking system for the sponsorship and exhibitors so make a note of the website address:

<http://www.besig.org/events/conf2010/exhibitors2010.php>

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