**NALA Conference 2024**  **Application**

**Date: Saturday, June 29th, 2024**

**Venue: University of Nottingham, Faculty of Humanities**

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| **Delegate Information**  |
| Name:  |
| Job title (if appropriate):  |
| LA/Company/Organisation:  |
| Address:  |
|   |
| Email:  |

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| **Special requirements**  |
| Diet:  |
| Access:  |

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| **Booking options**  |
| **NALA members** (early bird: book by Monday 20 May) £85  |
|                                                                (After Monday 20 May)    £95  |

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| **Non-members** (early bird:book by Monday 20 May) £95  |
| (After Monday 20 May)       £105  |

* The closing date for applications is **June 14, 2024.**
* Prior to this date, cancellations will be accepted and refunds made (less a £20 admin charge), provided that these details are confirmed in writing to the Treasurer.
* After this date, no refunds will be paid for cancellations, unless a replacement delegate is found by the person cancelling.
* Conference places are not guaranteed until payment is received.
* The conference application will be acknowledged by the Treasurer. However, this can only be sent after March 27th, due to absence.

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| **Who is paying your conference fee?** (Please tick)  |
| I am paying my own conference fee.  |
|         My conference fee is being paid by someone else.  |
| **If your conference fee is being paid by someone else, please provide full details.**  |
| Name of organisation:  |
| Contact:  |
| Address:  |
| Email:  |
| Phone number:  |
| Purchase order no:  |

**How to pay**

Please use the following reference for all conference payments and correspondence

                                **NALAConf/2024/YOURNAME**

**By cheque** Please make cheque payable to National Association of Language Advisers

**BY BACS transfer** A/C Name**:** National Association of Language Advisers

Bank: NATWEST

Sort code: 01-01-42

A/C number: 36920509

Where to send your application:

**By post** Alison Taylor (NALA Treasurer)

                     15 Glenside Close

                      Bristol

       BS16 2QY

**By email** alison.l.taylor@blueyonder.co.uk

For an acknowledgement before March 28th, please submit application via Bev Whiteside (bevwhiteside@outlook.com)

**Accommodation**

For delegates requiring accommodation the night before, this is up to you to arrange. However if you wish to use the onsite university conference accommodation, please email the treasurer above and a link can be sent.