

## IN-PERSON CONFERENCE RATES

<b>Full rate: statutory and private sectors</b>	<b>'Early bird' rate</b>	<b>Regular rate</b>
Two days including conference dinner	£400	£455
Two days without conference dinner	£360	£415
One day (Tuesday) including conference dinner	£245	£275
One day (Tuesday) without conference dinner	£200	£230
One day (Wednesday)	£200	£230

<b>Supported rate: registered charities, NGOs and students</b>	<b>'Early bird' rate</b>	<b>Regular rate</b>
Two days including conference dinner	£360	£410
Two days without conference dinner	£315	£365
One day (Tuesday) including conference dinner	£220	£250
One day (Tuesday) without conference dinner	£175	£205
One day (Wednesday)	£175	£205

Conference dinner if booked separately: £60

### What's included?

Conference fees include all day access to the conference sessions on your chosen day(s), conference papers, choice of delicious hot and cold two-course lunch served in the magnificent Victorian Gothic Dining Hall, morning and afternoon refreshments. Conference gala dinner on the first day is optional and can be selected at the time of booking.

'Early bird' rates apply to bookings made by Monday 1 August 2022.

## ONLINE CONFERENCE RATES

<b>Online attendance option</b>	<b>Rate</b>
Viewing only, one day	£50
Viewing only, two days	£95
Presenting and viewing, one day*	£60
Presenting and viewing, two days*	£110

\*Option only available to those whose abstract has been accepted for online presentation

## What's included?

Conference fees for online attendance include the following offering:

- **Viewing only:** Live stream of all keynote sessions; live stream of one pre-determined participatory plenary<sup>\*\*</sup>; live stream of two pre-determined parallel sessions per day<sup>\*\*</sup>; a film by Clean Break Theatre Company; online networking opportunities; and access to online exhibition.
- **Presenting and viewing:** Presenting your paper in an online parallel session embedded in conference agenda; live stream of all keynote sessions; live stream of one pre-determined participatory plenary<sup>\*\*</sup>; live stream of two pre-determined parallel sessions per day<sup>\*\*</sup>; a film by Clean Break Theatre Company; online networking opportunities; and access to online exhibition. Please only select this option if your abstract has been accepted for online presentation.

<sup>\*\*</sup>Please note, these sessions will be pre-determined due to streaming capacity.

## Accommodation

Accommodation **is not** included in the conference fees and can be booked directly with the college online at: <https://www.keble.ox.ac.uk/conferences/accommodation/>. Please book early as places are limited. Alternatively, delegates can arrange their own accommodation outside the college.

## Payment

Payment in full must be submitted at the time of booking. We accept all major credit and debit cards.

If an invoice is requested, it **must** be accompanied by an official purchase order number and contact details for invoicing purposes.

## Cancellation policy

Cancellations up to one month before the event will receive a full refund minus a 10% administration fee.

Cancellations between one month and five working days before the event will receive a 50% refund.

There are no refunds for cancellations within 5 working days of the event.

If you do not attend the event, you will be invoiced 100% for the conference fee, unless a legitimate reason for not attending can be provided. Such decisions are at the discretion of the Howard League for Penal Reform.

If you wish to send a substitute delegate, please notify the Howard League for Penal Reform by email. There is no extra charge for doing so.

Delegates who turn up on the day without prior booking will have their details taken and an invoice produced for the cost of the attendance.

## Covid-19

The Howard League acknowledges the ongoing Covid-19 situation in the UK, and abroad, and will comply with any official guidance from the UK Government when running our events.