

**Dates and Location**

Business & Management will be held on **Saturday 11th and Sunday 12th December 2010**. The conference will be held at the University of Nottingham with accommodation in one of the university's halls of residence.

Fees

The conference fee is **£62.50 per person** (inc VAT @ 17.5%) which includes bed and breakfast accommodation. **The Edge** (optional) may be pre-booked with a further **£10.50 per delegate**. Teachers bringing students may attend at a reduced fee of **£25.00**, as it will be assumed that they will be responsible for their own students and a teacher supervising 10 or more students may attend free. Dinner will cost between £4-£6. **Note:** students do not need to be accompanied by a teacher.

Applications

The conference is open to students who will be 16 by the start of the conference. Please use the enclosed booking form, which **MUST** be accompanied by full payment (cheques payable to "THE WORKSHOP"). Registration details, campus plan and an information leaflet for parents/guardians, will be sent with the acknowledgement of booking usually **within 3 weeks of receipt**. If details have not been received by **7 working days before the start of the conference** please contact us immediately, so that duplicate information can be mailed in good time to make travel arrangements. Please note that places are limited: should all places be filled, fees will be returned in full, but a reserve list will be held in anticipation of late cancellations. Invoices will only be issued to institutions on receipt of a purchase order. Bookings will not be considered confirmed until full payment is made and registration details will not be mailed until payment is received. Delegates over 21 years may attend, but will be accommodated separately: please indicate on the booking form.

Cancellations

Cancellations must be in writing. We regret refunds cannot be made for cancellations received within 21 days of the start of the conference. A deduction of £5.00 per person per night will be made for cancellations received before this. Travel to the venue is not included and refunds cannot be made for failure to attend due to travel difficulties.

Start and Finish Times

Conference registration will be between 10.30am and 12.30pm. **Please check your travel times** and contact us if you cannot arrive by the start of lectures, as given in your Booking Confirmation Document. Please note the conference will end at around noon on the 12th December. **The Edge** session will be held on the evening of the 11th.

Enquiries

All enquiries should be made to The Workshop conference office and **NOT** to the host institution. A conference secretary will be available to deal with telephone enquiries Monday to Friday between 9.00am and 5.00pm and there is a 24 hour answerphone service on 01509 233133 or 235879.

It is possible to book online for instant confirmation, for individuals & groups.

Tel: 01509 233133/235879 • Fax: 01509 218808

email: business@workshop-uk.info

Would organisers please pass a copy of the booking conditions to the parents of all delegates.

The Conference: BUSINESS & MANAGEMENT

A career in business and management offers the prospect of tremendous personal and financial reward. Coupled with the opportunities there also exist pressures and challenges that only the very best are able to successfully meet. This conference has the aim of preparing you for a successful career in business and management. From the A-level examiner through to the selection of a university course and into the world of business, we will explore the means for you to succeed in your chosen career.

Pre-Conference

Prepare and make business cards with name and contact details that can be exchanged at the conference; remember the people you will be meeting will be your personal and business contacts at university and in your future career. Also check out the online notice board accessed via The Workshop site at www.workshop-uk.com, arrange lifts and make friends BEFORE you arrive at the conference.

Presentations

A DEGREE IN BUSINESS
A-LEVEL EXAMINER: YOUR EXAM
PERSONNEL MANAGEMENT
THE BIG IDEA
THE STUDENT POINT OF VIEW
20/80
IMAGE IS EVERYTHING
THEATRE MANAGEMENT
STARTING A BUSINESS IN CHALLENGING TIMES

The Edge (optional session £10.50)

Voted as the most helpful and inspirational session that students have attended, we promise that this additional session will equip you with tools and techniques that will improve your performance in all aspects of the application and interview process. Further the skills that you will acquire will offer you a genuine edge as you enter the world of business and management.

Location: University of Nottingham Main Campus

Dates: 11th-12th December 2010

Price: £62.50

Ents: A chance to socialise with those who may become your fellow students. Please view the website nearer the event.

Contact: Business and Management, PO Box 40, Loughborough LE11 1PT

Email: business@workshop-uk.info

Visit: www.workshop-uk.com for FAQ, on-line booking, download application form etc.

Tel: 01509 233133/235879

Fax: 01509 218808

PLEASE PHOTOCOPY & DISTRIBUTE

BUSINESS & MANAGEMENT

An overnight conference for Year 12 and 13 students

to be held at

The University of Nottingham

on

11th - 12th December 2010



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