

Design + Technology
with **ICT Education**
Show
Show Patron – Sir James
Dyson



17 - 19 November
2011
NEC, Birmingham
Hall 10

Date as Postmark

Dear

Thank you for your enquiry about this year's ***Design + Technology with ICT Education Show***.

If you are likely to be coming to the show as part of a group then ICHF will meet all or a high proportion of your costs as long as there are a minimum number of teachers in your group.

FREE COACH TRAVEL

If you have a group of 20 or more teachers*/advisers then ICHF will pay for the full cost of hiring your coach. All you need to do is get TWO quotes and hand both quotes to Reception when you attend the show, along with a list of attendees. We will make payment on the lower quote after your attendance at the show - or a proportion of the higher quote, if you so wish.

SUBSIDISED MINIBUS TRAVEL

If a group of 6 or more teachers travel to the show ICHF will pay a subsidy of 40p per mile towards the cost of the use of a minibus. Subsidy NOT available to students at universities or colleges, unless travelling as part of a group with Tutor/Lecturer of the College/University.

WHAT TO DO NEXT

To obtain free coach travel or subsidised minibus rates please complete the enclosed application form and return to us as soon as possible. No need to send quotes at this stage.

FREE parking, FREE show entry, FREE show guide, FREE seminars - all we ask for is your time!

Full details about the show will be mailed to you in September, but if you have any specific queries please do not hesitate to contact us.

Yours sincerely,



Andrew Morton
Show Manager

*If you are organising a party of 20 or more who will be coming from a University or a College, ICHF will pay 50% towards the full cost of hiring a coach.

DESIGN + TECHNOLOGY with ICT 2011
APPLICATION for FREE COACH/SUBSIDISED MINIBUS TRAVEL

Name of Organiser.....

Position.....

Name of Establishment.....

Address.....

..... Post Code

Tel Fax/e-mail

Place (town) of departure

Probable day of attendance at NEC, Birmingham

COACHES: Minimum of 20 full time education **staff** per coach*

ICHF will pay the full cost of coach hire. Two quotes are required. Payment will be made on the lower quote.

We will be travelling by coach Please tick

MINIBUS: Minimum of 6 full time education **staff** per vehicle*/students at 6th Form, University or College travelling with education staff.

ICHF will pay a subsidy of 40p per mile towards the cost of bringing a minibus to the Show. Payment will be made after the event.

We will be travelling by minibus

A COMPUTERISED REGISTRATION SYSTEM will be used to register visitors to the show. The following procedure will need to be followed to enable you to claim your free or subsidised travel.

1. A list of all staff including names, position and school/establishment to be handed to the reception desk on entering the exhibition.
2. Your group will need to register individually. Advance registration at info@ichf.co.uk/d+t is preferable; we will then post individual badges. Failing this, complete registration forms and take to the computer registration desks on arrival.

Payment of the subsidy will be made after the exhibition on receipt of a copy of the coach company's invoice. Please ensure that two quotes are included with the coach company's invoice. Payment for subsidised minibus travel will be made after the exhibition on receipt of the total mileage travelled.

Confirmation of your application will be sent by return.

Signed Date
(organiser of the party)

Return as soon as possible to ICHF Ltd, Dominic House, Seaton Road, Highcliffe, Dorset BH23 5HW.
Tel: 01425 272711 Fax: 01425 279369