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| N:\Faculty-of-Arts\Projects\Research_Data\0703_108314_Emma-Stafford_Hercules\Hercules Conference 2017\Images\SquareImage.jpg | **Celebrating Hercules** **in the Modern World**Friday 7th July – Sunday 9th July 2017 |

1. Personal Details

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| Name: | Title: |
| Address: |
| Postcode/Zipcode: | Country: |
| Email: |
| Institutional Affiliation: |

The information you provide will be used to process your registration. Registration indicates that you allow your name, affiliation and email address to be included in a list of delegates which will be part of the conference pack and shared with virtual delegates. **Please confirm that you are happy with this: Yes / No (Please delete as applicable.)**

1. Conference Fee (payable by all delegates)

**Delegates attending in person all will receive a password to access audio recordings of papers for the day(s) covered by their Conference Fee. For those not attending the whole conference in person, registration as a Virtual Delegate provides a password to access all days’ audio recordings.**

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| **Conference Fee Types** | **Unit Cost** | **Number** |
| **Full delegate package**, 2 nights B&B ensuite accommodation, conference fee, lunch x 2, tea/coffee x 4, conference dinner (3 courses with wine) x 1, evening meal (2 courses), *Herakles* ticket, virtual delegate access to edited recordings after the conference.   | £285 **(waged)** |  |
| £250 **(unwaged/student/retired)** |  |
| **Full delegate (non-residential) package**, conference fee, lunch x 2, tea/coffee x 4, conference dinner (3 courses with wine) x 1, evening meal (2 courses), *Herakles* ticket, virtual delegate access to edited recordings after the conference.  | £195**(waged)** |  |
| £155**(unwaged/student/retired)** |  |
| **Three-day Day delegate package**, conference fee, lunch x 2, tea/coffee x 4, virtual delegate access to edited recordings after the conference.  | £110**(waged)** |  |
| £95**(unwaged/student/retired)** |  |
| **Friday Day delegate**, conference fee, lunch, tea/coffee | £40 |  |
| **Saturday Day delegate**, conference fee, lunch, tea/coffee x2 | £40 |  |
| **Sunday Day delegate**, conference fee, tea/coffee | £30 |  |
| Virtual Delegate, access to edited recordings after the conference | £50.00 |  |

The Conference Programme commences at 12:30 on Friday 7th July with lunch, finishing at 13:00 on Wednesday. The Conference Fees include attendance at sessions, listed meals and internet access.

**Dinners and Accommodation may be booked separately (see 3 and 4 below).**

1. Accommodation (optional)

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| **Ensuite Bed & Breakfast** | **Unit Cost** | **Number** |
| Thursday night (6th July) | £50 |  |
| Friday night (7th July) | £50 |  |
| Saturday night (8th July) | £50 |  |
| Sunday night (9th July) | £50 |  |

Each room will be provided with bed linen, a bath & a hand towel, complimentary wash pack, and access to tea/coffee-making facilities. Storm Jameson Court has a taxi drop-off point on Mount Preston Street and a 24-hour reception. Check in is from 15:00 and check out before 10:00, but a left-luggage facility is available. All keys/fobs must be handed in on departure; missing keys/fobs will be charged at £20.00 each.

1. Dinners (optional)

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| **Dinners** | **Unit Cost** | **Number** |
| Friday Conference Dinner (3 course silver service with ½ bottle of wine) | £37.50 |  |
| Saturday Dinner (2 course servery) | £22 |  |

1. Late Booking Fee (if applicable)

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| **Late Booking Fee (after 6th June, per physical delegate)** | **£25.00** |  |

1. Special Requirements (Access or Dietary or extra accommodation details)

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1. Overall Cost

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| **Charges** | **Amount** |
| Conference fee (brought forward from 2) |  |
| Accommodation (brought forward from 3) |  |
| Dinners (brought forward from 4) |  |
| Late Fee (brought forward from 5, if applicable) |  |
| **Total Payable** |  |

1. Payment

The completed form *with payment* (Sterling cheques payable to ‘University of Leeds’) must reach the conference address not later than 21st June 2017. **If you are able to pay by credit or debit card, please use the online booking system.** If other payment methods are required please contact the Conference Administrator. **Please return this Booking Form to:** Dr E. R. OKell, Hercules Conference Administrator, School of Languages, Cultures and Societies, Michael Sadler Building, University of Leeds, LEEDS LS2 9JT

**Refund and Cancellation Terms**

All cancellations of **physical delegate places** will incur a £25.00 administration fee and notification should be sent via email to HerculesProject@leeds.ac.uk (please use the subject “Registration”).

* Cancellations between 7th April and 6th June 2017 will forfeit 50% of the Conference Rate paid.
* Cancellations after 6th June 2017 will receive no refund of the Conference Rate paid.
* Separate Dinner charges will be refunded in full up to 22nd June, after which there will be no refund.
* Substitutions can be made at any time, free of charge, please forward your details and the details of your substitute to HerculesProject@leeds.ac.uk (please use the subject “Registration”).

**Virtual Delegate registration** must be cancelled before 7th July but will receive a full refund. Virtual Delegates will receive a password by email after the conference which will enable access to online audio recordings, slides and handouts.