



*Established 1865*

## **BIVR AWARENESS WEEK 9 – 11 JULY 2019**

**That's right, two years have passed since our last event. We are excited to announce a new and improved setup for this year's event to ensure maximum attendance, footfall and fun!**

For 2019, our BIVR Awareness campaign will be centred around three summery days midweek, with other meet-and-greets happening both before and after.

Join court reporters, reporting agencies, members of the British legal profession, journalists, and many more, who are participating in BAW2019 to help us promote not only the Institute but the profession of stenography. We will be hosting events/activities over the three days, details of which are being finalised, and the exposition will be held on the same days as the seminars/presentations (10-11 July).

Want to promote your business? We are offering expo stall space as well as opportunities for advertising in our BAW2019 A4-sized brochure (see our Rate Card attached).

Are you attending Intersteno Congress in Sardinia 13-19 July? What better way to begin your holiday than a quick stopover in London for BAW2019. Maybe you will be holidaying in the UK for the summer? You're more than welcome to come along to any of the events or even pop in to the London Expo to say hi.

2019 marks 154 years since the Institute, the home of professional reporting in the UK, was established. The BIVR strives to promote and protect our profession, whilst always representing our members' interests. Covering US depositions, international arbitrations, regulatory health Fitness to Practise hearings, court work, providing communication support via live and remote captioning, our members can do it all. A daily transcript or a delayed-turnaround transcript, realtime and editing/scoping, our members do that too!

The venue this year is on Lincoln's Inn Fields, just a stone's throw away from Covent Garden and the West End in one direction, and the magnificent Royal Courts of Justice in the other. We have secured a room block for accommodation at the host venue (see attached for pricing). More details on activities, excursions and presenters will be announced shortly.

**Venue:** 61 LIF, 61 Lincoln's Inn Fields, London WC2A 3JX

**RSVP:**

\* For reserving a stall/advertising space, please see the Rate Card attached – 11 April for Early Bird rates. First in, first served, so don't miss out!

\* To be updated on details as they become finalised over the coming months, please email [bivrawareness.nicole@gmail.com](mailto:bivrawareness.nicole@gmail.com)

Contact Secretary – +44 (0)20 8907 8249 [bivrawareness.mary@gmail.com](mailto:bivrawareness.mary@gmail.com)

**Network with UK-based reporters!**

**Promote your business by having a booth!**

**New & improved setup for entire event**

**Advertising opportunities available!**

**Best In Verbatim Reporting....BIVR!  
- by stenographers!**

**BRITISH INSTITUTE  
OF VERBATIM  
REPORTERS**

Registered address:  
73 Alicia Gardens,  
Kenton, Harrow  
Middlesex HA3 8JD

**[www.bivr.org.uk](http://www.bivr.org.uk)**

**@BIVR\_TWEETS  
#BAW2019**

**Find us on Facebook**

## RATE CARD



61 LIF, 61 Lincoln's Inn Fields + Club Quarters Hotel  
<http://www.61lif.com/>

Please note: Price includes 4' table, 4 chairs (2 in front, 2 behind), refreshments throughout the day, plus lunch for 2 persons manning the stall. Note: £60 per extra person manning stall if more than two attending.

### EXPOSITION (Per 4' stall):

#### Wednesday, 10 July 2019 (All day, 9 a.m. – 8 p.m.)

Early Bird ( <i>book and pay <b>by 11 April 2019</b></i> )	£500	(To reserve your space now, please remit a £50% deposit [£275] by 11 April. Full sum by 11 May 2019)
9 a.m. – 8 p.m. ( <i>setting up at 8 a.m.</i> )	£550	

#### Thursday, 11 July 2019 (Morning only)

Early Bird ( <i>book and pay <b>by 11 April 2019</b></i> )	£240	(To reserve your space now, please remit a £50% deposit [£130] by 11 April. Full sum by 11 May 2019)
9 a.m. – 1 p.m. ( <i>setting up at 8 a.m. if not already set up</i> )	£260	

#### Combi Rate – for both days:

Early Bird ( <i>book and pay by <b>11 April 2019</b></i> )	£740
Both days ( <i>booked <b>after 11 April 2019</b></i> )	£810

## ADVERTISING

### Full-page ad in A4 brochure:

Inside page, front or back	£190 per page
Back page	£210 per page
Middle pages	£360 per two pages
Standard page	£150 per page
Half-page	£75 (standard pages only)

### Sponsorship:

Logo only - £25 minimum per logo (one-eighth size on A4 page.) If you wish to have a larger sized logo, please increase your payment to £50.

A 50% deposit payable by **30 April 2019** balance payable by 30 May 2019, or deduct a -20% Early Bird Discount if remitting the **full** sum for advertising by 30 April 2019. (Note: Early Bird extended!)

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### ACCOMMODATION AT CLUB QUARTERS HOTEL *(in conjunction with 61 LIF venue)*

We are delighted to announce we have secured a block of rooms at the above hotel which is attached to the BAW event venue. Be sure to use the group code **BIVR19** at the time of booking for 8-11 July 2019.

### ROOMS:

- £157.00 + VAT (20%) per room, per night x 10 Club rooms
  - £168.00 + VAT (20%) per room, per night x 10 Standard rooms
- (Rates are quoted at single occupancy only. Please add £14.00 + VAT (20%) per night if any additional guest per room)*  
***(These rates are available three days pre and three days post 8-11 July)***

If you would like to include **breakfast** (7 a.m. to 11 a.m. each day):

- Continental: £12.32 inc VAT and service charge
- Full English: £17.94 pp inc VAT and service charge



*Club Quarters Hotel*

## **HOTEL FACILITIES** (taken from website):



"Most hotels give you a roof over your head and call it a night...literally. We like to make your stay feel a little more like home. You get:

- **Free 1GB Wi-Fi.** Read that again: free 1GB Wi-Fi. That's faster and free...er than any other hotel.
- **Your phone is your key.** Mind. Blown. Check in and get a mobile room key with the CQ Hotels App
- **Activate binge mode.** Stream your own content onto your room's Smart TV
- **Snack attack.** Socialize in our Club Living Room with free snacks and refreshments Monday through Friday
- **Chardonn-yay!** Grab yourself a glass of vino Monday – Thursday during Wine@5 in the Club Living Room
- **Hydrate your hustle** with unlimited chilled bottled water at our H2O To Go stations
- **CQ Fit,** stocked with cardio equipment and free weights, including a Wattbike. You'll also find a yoga mat and resistance bands in each room, so your workout doesn't have to go on vacation
- **Help yourself.** CQ Guest Closets on each floor contain extra amenities you can help yourself to when you need them.
- **Self-service laundry** and traditional valet service."

## **TERMS AND CONDITIONS:**

- Once you have reserved your room with a credit card, you will receive a 24-hour cancellation policy (*before 12 noon one day prior to arrival*)
- Four weeks prior to 8 July, any rooms which are not used will be automatically released, so be sure to **reserve your room before 8 June!**
- Each guest must book and pay for their own reservation. Third Party Payment of any kind cannot be accepted for this reservation and bookings can only be paid at the Hotel directly.
- Please be advised that you will need to provide a credit card to guarantee the booking with either of the below options. Each guest must book and pay for their own reservation. Third-party payment of any kind cannot be accepted for this reservation and bookings can only be paid at the hotel directly

## **BOOKING INFORMATION – Two options (Group Code BIVR19):**

- Online – please use this link  
<https://gc.synxis.com/rez.aspx?Chain=14601&start=availresults&arrive=7/8/2019&depart=7/11/2019&adult=1&child=0&group=BIVR19>
- **OR**
- Call Member Services under 0207 451 5800 and quote the Group Code **BIVR19.**

**ORDER FORM** – [please treat as invoice]:

Contact name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Type of booking: Stall | Brochure ad (please circle)

Stall: Wednesday | Thursday | Both (please circle)

Brochure page: \_\_\_\_\_ (position requested)

Sponsorship: \_\_\_\_\_

Amount remitted: \_\_\_\_\_

**BIVR BACS details are (Please put your name on BACs payment)**

Cater Allen Private Bank  
Sort Code 16-57-10  
Account No: 32972430  
British Institute of Verbatim Reporters

Cheques (in sterling only) payable to BIVR to be sent to Registered Address:

73 Alicia Gardens, Kenton, Harrow, Middx. HA3 8JD

**PLEASE NOTE: Foreign currency Electronic Transfers details on following page.**

## Receiving money from outside the UK, or from within the UK but in a currency other than pounds sterling

Cater Allen Private Bank have asked us to please share the details below with third parties who are making foreign currency payments into our Account.

Send to:	Santander UK
SWIFT/BIC code (Field 757):	ABBYGB2LXXX (Please note that some countries have a box with 8 spaces, others with 11. If 8 then omit the final XXX. If 11, then include the XXX).
Beneficiary name (Field 59):	British Institute of Verbatim Reporters
Beneficiary Account Number (Field 59):	Your IBAN - <b>GB58ABBY16571032972430</b>
Payment reference (Field 70):	Cater Allen

Our Account number is: 32972430

Type of Account is: Reserve Account

Our Sort Code is: 16 57 10



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**AWARENESS WEEK**  
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**(#BAW2019)**