

# Aberystwyth Schools and Colleges Lecture Service

## Booking Form

PLEASE PRINT

Name of School / College

Address

E-mail

Tel

Name of Contact

Fax

Name of Speaker	Title of Talk / Lecture / Workshop / Presentation	Length of Session, approximate number of attendees and year group	Date Required (please give alternatives in preferred order)	Time

- Please note that in order to allow our academic staff sufficient time to reach you, Talks and Presentations cannot generally be given before 11am – much depends on how far from Aberystwyth University you are located.
- Many of these presentations will be seen on Powerpoint or, alternatively, an Overhead Projector will be required. Some members of staff will also require slide/film projectors. Some members of staff are able to offer presentations/talks via a video conferencing facility.
- Please note that for reasons of cost, institutions are kindly asked not to request more than 4 speakers a year, except in instances where more than 2 speakers are able to travel together to speak on the same date.
- Could you please enclose a map/instructions on how to reach you when you return this booking form.
- This form should be returned to the Recruitment and Marketing Office who will liaise with Departments on your behalf. Departments will then contact the person named on this form to discuss requirements and confirm arrangements.

### Return to:

Student Welcome Centre  
Aberystwyth University  
Penglais Campus  
Aberystwyth, Ceredigion  
SY23 3FB

Tel: (01970) 622065  
Fax: (01970) 621554

E-mail: [marketing@aber.ac.uk](mailto:marketing@aber.ac.uk)  
Web: [www.aber.ac.uk](http://www.aber.ac.uk)