The 11th Annual Conference of the British Education Studies Association (BESA)  
25 - 26 June 2015  
Cardiff Metropolitan University

Dear colleague,

With just a few weeks to go until the above conference please find below all of the information you should need for the two days:

**Directions**
The venue will be Cardiff School of Education, Cyncoed Campus, for full directions and a map please visit: [Cyncoed Campus](#)

**Accommodation:**
For full details of nearby accommodation options please visit this link: [Accommodation](#)

**Parking**
Parking will be available on site; however Cardiff Met operates a pay and display parking system. Please ensure that you have displayed your parking ticket, the cost for a Friday is £2 for a full day. Please ensure that you have the correct change available on arrival as the pay and display machines do not have a facility to give change.

**Arrival**
Registration will be from 08:30 – 10:00 in the main reception area of Cyncoed Campus, refreshments will be available in the Student’s Union Bar Centro.

**Programme and Paper sessions**
The conference programme is available to view via this link: [BESA Conference Programme](#)

The Conference Papers Sessions Schedule is available to view via this link: [Paper Sessions Schedule](#)

To download the programme or paper sessions schedule please visit this link: [Downloads](#)

_A full conference pack will be given at registration_

**Presentations**
Each session is one hour with two papers. Each paper will be allocated 20 minutes for presentation and 10 minutes for discussion and questions. The chair of each session will ensure that presenters do not overrun to ensure everyone has their allocated time. We would be grateful if you could ensure you plan for 20 minutes only to ensure parity for all speakers.

If the two papers agree and wish to present consecutively and allow 20 minutes for discussion and questions, please discuss with the chair at the start of the session.
Each room is equipped with a Windows PC with Microsoft PowerPoint and a ‘clicker’ for advancing slides will be provided – but please leave for the next speaker! The PCs are also connected to speakers if anyone needs sound. Cables to connect a laptop are also with each PC and are controlled by a wall panel but please ensure you know the correct settings for your PC (especially Mac) as technical support cannot be provided for all rooms. Please contact the conference team if you wish to clarify this further.

**Lunch**
A buffet lunch will be provided on both days, if you have not already done so please advise as soon as possible if you have any special dietary requirements. Other refreshments will be provided throughout the day.

**Conference Dinner**
The Conference dinner will be held at the National Museum of Wales.
If you have not yet done so, please can you let us know your choice of menu, Meat option or Vegetarian option so that we can share this information with the museum.

**Medical attention**
For any required medical attention please dial 222 from any Cardiff Met telephone, alternatively contact a Cardiff Metropolitan staff member immediately.

**Conference evaluation**
Your conference pack will contain a conference evaluation form. We would appreciate your thoughts and feedback, and therefore ask that you take a few minutes to complete the evaluation form which will be collected at the end of day two.

Please note that if you have not yet registered for the conference, you must do so by Monday the 15th of June. Failure to do this will result in your paper being removed from the schedule.

For full conference details, please visit: [11th Annual BESA conference](#)

We hope that this information will cover any queries you may have, however, please do not hesitate to contact us should you require further details.

We look forward to welcoming you to Cardiff Met on 25th!

Kind regards

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