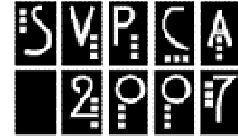


SVPCA Glasgow 2007 – Third Circular



Dear Colleagues –

Herewith the Third Circular, a little earlier than anticipated, in order to confirm that the ‘early bird’ discounted registration ended (as advertised) on May 30th. The registration fee for delegates that are not full-time students is therefore £39 (which is still lower than the registration fee for the last two years – what a bargain!).

As most of you know, the deadline for applications to the Jones-Fenleigh Memorial Fund and the deadline for the submission of abstracts (see Second Circular for format guidelines) was announced originally as Friday 15th June. My thanks to those of you who have managed to conform to those deadlines. However, I have been reminded that early approaches from some of you (just after the First Circular went out at the start of March) led to my indicating the likely deadlines as being the end of June. I am bound to honour that, and so for reasons of fairness the deadline for both abstracts and JFMF applications has been extended to the end of June – in other words, midnight on Saturday 30th. A provisional list of contributions will be issued thereafter as part of the Fourth Circular. The abstracts will be subject to editing by the organisers (following external review) for the abstracts volume to be produced for the conference pack.

The pleasant news is that the refurbished Hunterian Museum did (eventually) reopen for its bicentenary, so I can present to you the following provisional schedule for the week of the symposium:

Monday 27th August	SPPC registration at QM Residence for SPPC
Tuesday 28th August	SPPC papers/SVPCA Registration in Zoology Museum / Icebreaker in Zoology Museum (including JFMF charity auction)
Wednesday 29th August	SVPCA papers/evening (Civic) reception
Thursday 30th August	SVPCA papers/evening reception in refurbished Hunterian Museum (including whisky-tasting)
Friday 31st August	SVPCA papers/Annual Symposium dinner (Arisaig)
Saturday 1st September	Field Trip

Registered delegates: you will shortly receive an e-mail that will indicate what stage your attendance processing is at – for example, whether we have received an abstract from you, how much money is still outstanding on your account. Please check that all the details that you receive in that e-mail concur with what you believe to be the case – and respond indicating when you expect any outstanding matters to be resolved.

Presentation format: it will be expected that your presentation will be in PowerPoint. In this regard all versions created in PowerPoint from 2000 to XP are supported, whether created on Mac or PC. If you have any special requirements beyond this (overhead projector, slide projector, other format of presentation tool), please let me know. You are urged to send a CD of your presentation in advance of the meeting (as this will be the only way to ensure compatibility of your presentation

with our set-up), and to bring a further CD or memory stick version with you as insurance.

As the language of the meeting will be English, any delegate whose first language is not English should let the organisers know, as linguistic assistance may be available.

The deadline for accommodation bookings is Wednesday 4th July. Any applications received after that date will be liable to a handling surcharge (as the rooming list for everyone else will already have gone to the accommodation service).

If you are intending to stay on beyond the conference or arrive early for collections study or other reasons, then please let me know as soon as possible so that it can be determined whether or not accommodation can be set aside for you.

Computer access: As noted in the previous circular, internet access will be possible from your room in the Queen Margaret residence – all you have to do is bring a laptop and connection cable (an RJ45 network cable, for the geeks out there).

For those wanting to check e-mail without bringing a laptop, there are plenty of internet café facilities around the campus.

Disabled access: A point that I should have made clear in the First Circular - just to reassure all delegates that lecture theatres and reception venues have disabled access.

Parking: Please notify me if you will be bringing a vehicle and so will require parking at the residence.

Payment: In order to qualify for the early registration discount, payment must be received by the end of July. Payments received after this date will default to the full registration fee. All payments **MUST** be received by the Friday 27th July, in order to process accommodation and other hospitality fees prior to the start of the meeting. Recent changes to the University of Glasgow's accounts procedure have made it necessary to alter the financial arrangements for delegate payment for SVPCA this year. This means that BACS/direct transfer and PayPal payments can be received, but credit card payments cannot be accepted.

Poster Boards: Guideline approximate dimensions are being provided for poster production, to enable the best use of poster-board space – please attempt to format your poster to comply with one of these options, so that we can guarantee you a space. For portrait format, size options are 60cm x 90cm, 90cm x 120cm, 75cm x 120cm. For landscape format, size options are 120cm x 90cm, 120cm x 60cm, 90cm x 60cm.

Fourth Circular: To be issued in July with details of field trip, orientation maps (including final venue for Icebreaker), and a provisional list of speakers.