Delegate Information
The 36th COBIS Annual Conference 2017 for British International Schools
Transformations
Saturday 6 May – Monday 8 May 2017

COBIS Annual Conference Delegates

Who is the conference suitable for?
The COBIS Annual Conference is for senior leaders and key decision makers from British International Schools. Year on year the conference attracts Principals, Heads, Governors and members of Senior Management Teams from more than 170 British International Schools in more than 60 countries worldwide across Europe, Africa, Asia, Middle East and the Americas.

Delegate Rates

<table>
<thead>
<tr>
<th>Delegate Fees - All prices are subject to 20% VAT</th>
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<tbody>
<tr>
<td><strong>COBIS Accredited Member School delegates</strong></td>
</tr>
<tr>
<td>1st and 2nd delegate (premium discounted rate, per delegate)</td>
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<tr>
<td>Additional delegates (discounted rate, per delegate)</td>
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<tr>
<td><strong>COBIS Member School / Candidate School delegates</strong></td>
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<tr>
<td>1st delegate (premium discounted rate)</td>
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<tr>
<td>Additional delegates (discounted rate, per delegate)</td>
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<tr>
<td><strong>Non-Member Schools</strong></td>
</tr>
<tr>
<td>Delegate rate</td>
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<tr>
<td><strong>Supporting Members</strong></td>
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<tr>
<td>Delegate rate</td>
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<tr>
<td><strong>Non-School/Non-Supporting Member delegates</strong></td>
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<tr>
<td>Delegate rate</td>
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Hotel Accommodation

Location
The conference, exhibition and suggested accommodation is at the InterContinental London – The O2 (hotel), Greenwich, London. The hotel is located at 1 Waterview Drive, Greenwich Peninsula, SE10 0TW. Delegates who do not wish to stay at the main conference hotel can also take advantage of reduced conference rates at the nearby Novotel London Canary Wharf or Holiday Inn Express London Greenwich, subject to availability.

How to book hotel accommodation
Delegates are responsible for booking their own accommodation. This must be done directly with the hotel. Booking links and instructions can be found on the COBIS website: www.cobis.org.uk/2017hotel.

Rates
Discounted accommodation rates have been negotiated on behalf of COBIS delegates and exhibitors. To guarantee best price, please book by Thursday 9 March 2017, subject to availability.
Accommodation Rates (VAT is charged at 20%)

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Description</th>
<th>Rate</th>
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<tbody>
<tr>
<td>InterContinental London – The O2 (Main Conference hotel)</td>
<td>Bed and full English Breakfast per person per night based on sole occupancy in Superior Bedroom</td>
<td>£199.00 plus VAT</td>
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<tr>
<td></td>
<td>Double occupancy supplement per night</td>
<td>£27.80 inc VAT</td>
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<tr>
<td>Novotel London Canary Wharf</td>
<td>Bed and full English Breakfast per person per night based on sole occupancy</td>
<td>£120.00 inc VAT</td>
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<tr>
<td></td>
<td>Bed and full English Breakfast per person per night based on double occupancy</td>
<td>£130.00 inc VAT</td>
</tr>
<tr>
<td>Holiday Inn Express London Greenwich</td>
<td>Bed and Express Start Breakfast per person per night based on sole or double occupancy</td>
<td>£180.00 inc VAT</td>
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</tbody>
</table>

Amendments and Cancellations

Standard speed Wi-Fi is provided throughout the hotel on a complimentary basis, suitable for simple browsing and checking emails. If you need to amend or cancel your hotel reservation (InterContinental), please do so by email to Edita Alisauske, Assistant Meetings and Events Diary Manager at meetings2@iclondon-theo2.com. Please include your booking confirmation number on all correspondence and ensure that you print and bring along a copy of any communication with the hotel regarding your reservation. The hotel will provide either an updated confirmation of reservation or receipt of cancellation. Should this not be received, please contact the hotel to ensure your amendment or cancellation has been received.

Please note that cancellations or reduction in nights made after Thursday 9 March 2017 may incur charges of up to 100% of the confirmed tariff for the duration of stay.

Wi-Fi

Standard speed Wi-Fi is provided throughout the hotel on a complimentary basis, suitable for simple browsing and checking emails.

Annual Conference Times (subject to possible change)

Saturday 6 May:
14:45 - 15:45 Pre-Conference Seminar and Afternoon Tea – hosted by GL Education
16:00 - 17:00 COBIS Ltd AGM
18:30 - 22:30 Welcome Reception and Dinner – National Maritime Museum

Sunday 7 May:
08:15 Exhibition opens
09:00 - 16:50 Conference sessions
16:50 - 17:30 Exhibitor Drinks Reception
17:30 - 18:30 2017 COBIS Student Engagement Presentation and Reception

Monday 8 May:
08:15 Exhibition opens
09:00 - 17:00 Conference sessions
18:30 - 19:30 COBIS Annual Reception
19:30 - 22:30 COBIS Annual Dinner
**Exhibition Information**

**Exhibition Times**

- Sunday 7 May: 08:15 - 17:30
- Monday 8 May: 08:15 - 15:30

**Exhibitors**

A list of exhibitors and a floor plan showing the stand locations will be available on the website soon.

**Receptions and Dinners**

**Saturday 6 May 2017**

**COBIS Welcome Reception and Dinner – National Maritime Museum, Greenwich**

Join us for the COBIS Welcome Reception and Dinner at the National Maritime Museum. The reception will be held in the Lower Court of the Museum, followed by a three-course dinner in the Upper Court. Free transportation, on Red Routemaster buses, will be provided for delegates between the conference hotel and the Museum (subject to availability).

**Cost:** There is no additional charge for full conference delegates. Day delegate fees do not include dinners. Additional guests are welcome to attend for a fee of £85.00 per person (exc. VAT). Please use the delegate booking form to book additional places.

**Sunday 7 May 2017**

Conference delegates are invited to attend the **exhibitor drinks reception** following the conference sessions. This is a great opportunity to develop new and existing relationships with COBIS exhibitors, speakers, delegates and guests. The exhibitor drinks reception will be followed by the COBIS Student Engagement Presentation and Reception.

**Cost:** There is no additional charge for attending the exhibitor reception or Student Engagement reception.

**Monday 8 May 2017**

Join us at the **36th COBIS Annual Reception and Dinner**. Delegates are invited to attend this popular social event at no additional charge. Enjoy the welcome drinks reception and a three-course dinner with coffee and wine included.

**Cost:** There is no additional charge for conference delegates. Day delegate fees do not include dinners. Additional guests are welcome to attend for a fee of £75.00 per person (exc. VAT). Please use the delegate booking form to book additional places.

Formal dress: black tie and national dress optional.

**Are You Ready to Book?**

Delegate booking is **NOW OPEN online**

Please click here or visit [cobis.org.uk/annualconference](http://cobis.org.uk/annualconference)

If you have questions about the booking process, please contact [cpd@cobis.org.uk](mailto:cpd@cobis.org.uk)

COBIS looks forward to receiving your booking form and welcoming you to the 36th COBIS Annual Conference 2017.