

ANNUAL CONFERENCE 2020

42nd Annual Conference



SITGES 5th-8th MARCH 2020
HOTEL MELIA SITGES
Joan Salvat Papasseit, 38
Barcelona - Sitges

The National Association of British Schools in Spain will hold its 42nd Annual Conference from 5th-08th March in Sitges (Barcelona).

Once again, our Education Exhibition will form an important part of the conference.



The programme will commence with our Gala Dinner for Heads, Owners and Guests - an ideal introduction to our event and to the delights of the Sitges area. The following day, which is dedicated to heads and owners of schools, will include the opening ceremony and tour of the Education Exhibition followed by presentations from our Keynote Speakers. Thereafter, there will be an interesting programme of professional development for senior leaders and teachers, ensuring that we are well informed and kept up-to-date with the latest developments, reforms and trends in education. Authorised representatives of NABSS member schools will also attend the Annual General Meeting of the Association.

Last year over 55 exhibitors attended the event and made important contacts with British schools from all regions in Spain.

NABSS Schools

Heads, owners and staff from the 75 member schools will meet in Sitges for an extended weekend of professional development and networking focused on British education in Spain.

EXHIBITION

The exhibition has always formed an integral part of our conference and, once again, we will present our "Education Exhibition", where we warmly welcome those companies that have staunchly supported us over the years as well as new companies which may be joining us for the first time.



The exhibition will officially open on Friday morning and will run until Sunday mid-day.

The annual conference provides ample opportunity for networking through our social events which this year include our gala dinner, guided tour of Sitges, buffet lunches, coffee breaks, cocktails, and the awards ceremony presentation - all held in the exhibition area.

The venue chosen for this event is the Hotel Meliá Sitges which provides comfortable accommodation and excellent conference facilities, all within an attractive space for all of our activities.

We urge you to mark the dates in your diary and make sure to reserve your stands and rooms as early as possible.



EXHIBITION BOOKING FORM - NABSS CONFERENCE 2020 HOTEL MELIA SITGES - BARCELONA - MARCH 05th - MARCH 08th, 2020

Once again, we are delighted to work with Hatton Events, in the organization of our conference and the exhibition area of our Education Exhibition. Communication of specific requirements should be made to them directly.

The booking fee is *1.000,00 € which includes a tabletop *(Length 200cm // Depth 60cm // Height 72cm) area in the exhibition hall and an invitation for one person per stand to attend the gala dinner, buffet lunches and coffee breaks held in the exhibition area. Exhibitors are also invited to join the guided tour of Sitges. A charge of *330,00 € per person will be made for more than one person.

***N.B. Please add 21% VAT to these amounts**

Payment should be made to the NABSS account using the reference “ NABSS Exhibitor” and the name of your company.

IMPORTANT: All decorative materials for the exhibitions must only be displayed on the surface of the table or behind the table as indicated above to ensure a maximum floor space of 2 meters wide by 1 meter long. No display or material may exceed these measures.

Registration is open until February 20th 2020. Thereafter all requests for reservations are subject to availability.

Companies registered outside Spain should make the payment to the Hatton Events account using the reference “ NABSS Exhibitor” and the name of your company. BANKIA, CODIGO SWIFT; CAHMESMMXXX, IBAN ES69 2038 1826 1160 0079 8977, beneficiary Hatton Events.

Companies registered in Spain should make the payment to the NABSS account using the reference “ NABSS Exhibitor” and the name of your company. IBAN: ES93 0182 9502 2302 0155 3688 SWIFT CODE: BBVAESMMXXX , beneficiary NABSS.

Please send a copy of the bank draft to Jose Luis Jimenez. Stands in the exhibition area will be allocated in strict order of registration and please bear in mind that the number of tables available for the Annual Conference is limited. Hatton Events will send confirmation by email upon receipt of the form and payment.

Cancellations: There will be no refund of fees for cancellations made within the 30 days prior to the start of the conference, unless the stand is hired to another company.

The exhibition area will be open for setting-up from 11.00 to 14.00 and from 16.00 to 19.00 on Thursday, MARCH 05th 2020.

TO SEND MATERIAL

All shipments and mail should be sent with ample time ahead and should arrive at the hotel at least 1-2 business days prior to the event.

The hotel provides a mailing, shipping and storage area for all incoming and outgoing shipments and storage which is available during business hours from Monday to Friday. This area is 12 linear metres in size. For larger movables, stands and pallets, we advise you to request the storage services from either a private or public area through the Town Hall of Sitges. The client is responsible for any extra charges involved with this arrangement. The hotel will help with this process.

The operating hours for all incoming and outgoing mail and shipments are from 9.30 - 17.00h.

With regard to storage requirements, if you have 2 or more pallets or movables the hotel must be advised well in advance in order to locate and reserve suitable places for them. This may result in an extra fee for the exhibitor which will be decided by the hotel.

The hotel does not provide personnel to transport shipments from the shipping area to the designated area in the conference hotel. Exhibitors are responsible for the tracking of their shipment via their mailing/ transport service and also for the collection of their packages from the hotel storage area and taking them to the appropriate room for the Event.

In the case of international shipments and mail that may be processed/retained at Customs, the institution or sender of that package or shipment will be responsible for the necessary documentation and/or payment needed to process said package. The hotel, Nabss and Hatton Events are not made responsible for these transactions and transports.

The hotel, NABSS and Hatton Events cannot be held responsible for any damages or losses of shipments and packages to or from the hotel, in any case consult the outside institutions or mail services used to send said shipments and packages.

The following information is essential to ensure the correct transportation, distribution, arrival and storage for your packages/pallets and shipments:

Name of the Agencies hosting the Event: (Nabss-Hatton Events) and the final recipient should be addressed to the exhibiting company, not to the names of the delegates

Person responsible for the hotel group: Carmen Gil

Dates of the Event: March 05th to March 08th

Name of the conference lounge (packages should be identified as either stand materials, exhibition materials or documents): Saló Tramuntana

Hotel Address
Hotel Melia Sitges
C/Joan Salvat Papasseit, 38
08870 Sitges, Barcelona

ASSEMBLY AND DISASSEMBLY

Once the event is finished, dismantling will take place on March 08th from 12.00 h to 13.00 h. At the end of the Conference and after dismantling, all the remaining merchandise that needs to be collected must be perfectly packaged and identified (company, address, contact telephone number of the responsible recipient, and number of packages left), these packages should then go to the hotel reception where the responsible party must then indicate the number of packages left for collection/pickup and the company they pertain to. All the remaining or unclaimed material that does not need to be picked up will be left in an area designated for it to be removed by the hotel staff.

If the materials need to be transferred to the goods warehouse, the exhibitor will be responsible.

The material deposited in the warehouse must be collected within the following 48 hours or 2 business days.

After this period it is understood that the exhibitor is not interested, so these objects will be removed and the cost of their withdrawal will be billed to the owner.

The exhibitor is responsible for all transactions and transportation necessary for shipment and collection of these materials and packages.

INFORMATION AND RESERVATIONS

Hatton Events, S.L.L. – CALLE PRINCESA 22, 2º DCHA. 28008 MADRID – Telephone 0034 91 000 60 10 (Spanish– José Luis)
0034 607 66 66 82 (English– Alberto de Diego) – Joseluis.jimenez@hattonevents.com

**Please return this form by email no later than
February 19th 2020.**

EXHIBITOR DETAILS

Company name:

Address:

City:

Postal Code:

Company Tax Code:

Forename of the delegate:

Surname of the delegate:

Contact person:

Email:

Telephone (inc. area code):

Number of stands required:

Additional delegates, number and names:

***You are invited to attend the NABSS Gala Dinner on Thursday, March 05th and tour of Sitges on Friday, March 06th**
Please confirm your attendance at either or both of these events.

***Gala Dinner , full name/s :**

***Tour of Sitges, full name/s :**

UK- Spain Education Exhibition 2020 Prizes and Awards

On Saturday evening, 7th March, NABSS will hold a cocktail to mark the closure of the Education Exhibition. In order to make this a special event we shall organise speeches and the presentation of awards and prizes.

We would like to invite you to form part of this award ceremony by participating in a raffle/draw exclusively for exhibitors. Our proposal would be for those who wish to participate, to donate a prize for the draw.

This will encourage participants at the conference to make a point of visiting you and finding out more about your product.

Please contact José Luis at Hatton Events if you would like to take part:
joseluis.jimenez@hattonevents.com



REGISTRATION FORM FOR ACCOMMODATION MELIA SITGES 4****, BARCELONA

For hotel room reservation, please complete the attached booking form.

COMPANY / SCHOOL:							
Address:							
City:		Postal Code:		Company Tax Code:			
E-mail:		Contact Person:					
Telephone/ Mobile Phone:				Fax:			
ROOM	FULL NAME	TYPE OF ROOM	SMOKING	ARRIVAL	DEPARTURE	NIGHTS	€
1							
2							
3							
4							
REMARKS:						TOTAL	

ROOM RATES PER NIGHT

Double standard room, bed and breakfast per night: 159,50 €
Double standard room for single use, bed and breakfast per night: 142,00 €
RATES, TAXES AND FEES INCLUDED



GENERAL TERMS AND CONDITIONS (HOTEL)

To reserve accommodation, please complete the booking form in capital letters and forward it, together with the confirmation of payment, to the following email address: joseluis.jimenez@hattonevents.com.

Payment for the hotel: The total amount must be paid in advance by bank transfer to the following account number:

From Spain: BANKIA ES69 2038 1826 1160 0079 8977

From other countries: BANKIA, CODIGO SWIFT; CAHMESMMXXX, IBAN ES69 2038 1826 1160 0079 8977, beneficiary Hatton Events.

Rooms will be allocated in strict order of registration. Bear in mind that the number of rooms available for the Annual Conference is limited.

Hatton Events will send confirmation by email upon receipt of the form and payment.

Registration is open until February 19th 2020. Thereafter all requests for reservations are subject to availability.

The use of personal data included in the Registration form is covered under the Law for Protection of Personal Data 15/1999 of 13th December.

Check in: If personal data has not already been provided this will be required by the hotel upon arrival. Check in is from 15.00 h. onwards.
Check out until 12.00 h. on day of departure.

Cancellations: Cancellations made with a minimum of 30 days notice prior to the opening of the conference will be refunded in full. Last-minute cancellations will only be refunded if the room can be re-let.

VAT / TAXES. VAT and / or applicable rates are subject to possible modification without notice due to change in government regulation as far as regards tax rate.

Air or Train tickets - transport to/from Sitges

Should you require transport to/from Sitges, Hatton Events is happy to offer this additional service.

INFORMATION AND RESERVATIONS

Hatton Events, S.L.L. - CALLE PRINCESA 22, 2º DCHA. 28008 MADRID

Telephone 0034 91 000 60 10 (Spanish- José Luis)- 0034 607 66 66 82 (English- Alberto de Diego)

joseluis.jimenez@hattonevents.com



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DESCRIPTION

Located in Sitges, a charming town on the Mediterranean coast just 20 minutes by car from Barcelona airport and 30 minutes from the centre of Barcelona. In the heart of the Aiguadolç marina and leisure and dining facilities, near La Marina and Balmins beaches and 10 minutes from the beautiful historic centre of Sitges

- Splendid buffet breakfast and original Mediterranean cuisine in our Noray Restaurant and Saffron Mediterranean Bistro
- Bright rooms with a terrace with spectacular views of Garraf Nature Park and the dazzling Mediterranean Sea
- Large outdoor pool set in gardens and magnificent outdoor spaces to enjoy on one of the 300 days of sunshine every year
- Leading hotel for congresses and conventions in Barcelona. It offers a flexible convention centre with 21 fully renovated, adapted and equipped meeting rooms. More than 1,200 m2 of space for exhibitions with natural light and easy access.

The Meliá Sitges is located in Sitges in the province of Barcelona, in the heart of the Aiguadolç marina and close to La Marina and Balmins beaches.

With spectacular views of the Garraf natural park and the shimmering Mediterranean sea, Meliá Sitges perfectly combines the experience of a resort hotel with excellent services for organising events and meetings.

Among the magnificent facilities and excellent services, highlights include an outdoor pool set in gardens and magnificent terraces. The hotel also provides a stunning convention centre measuring 4,000 metres squared with an auditorium with 1,380 seats.





ROOMS AND SUITES

307 rooms: 121 Melia rooms, 42 Supreme Pool-view rooms, 95 Supreme Sea-view rooms, 26 Deluxe rooms, 4 Premium rooms, 7 Junior Suites, 1 Presidential Suite, 4 double rooms with extra bed, 7 Family rooms

Terrace. The majority overlook Aiguadolç marina and the beautiful beaches of Sitges

Fully equipped bathroom

Air conditioning/ heating

Pillow menu

Satellite TV

Direct dial telephone

Free internet access

Minibar

Safe

Room service



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