

Dear Teacher/Tutor,

We are delighted to invite you and your students to one of eight FREE Student Conferences, organised by the University of Oxford and the University of Cambridge, being held on the following dates in 2016:

<b>Monday 14 March</b>	-	<b>Swansea</b>	<b>Friday 18 March</b>	-	<b>Lisburn</b>
<b>Tuesday 15 March</b>	-	<b>Birmingham</b>	<b>Monday 21 March</b>	-	<b>Edinburgh</b>
<b>Wednesday 16 March</b>	-	<b>Merseyside</b>	<b>Tuesday 22 March</b>	-	<b>Greater London</b>
<b>Thursday 17 March</b>	-	<b>Newcastle</b>	<b>Wednesday 23 March</b>	-	<b>Greater London</b>

These full-day conferences are available to students from all UK schools and colleges currently in **fifth year**, studying for Scottish Highers or equivalent qualifications. The conferences include:

- Course information sessions with taster lectures delivered by current Oxford and Cambridge teaching staff
- Up-to-date information on applying to Oxford and Cambridge (including Student Life)
- Student finance and graduate prospects
- Information for teachers

Admissions Tutors and other staff from both universities will be on hand to answer questions and there will be the opportunity to talk informally to current undergraduates. Further information will be provided upon booking.

For 2016, we are holding the North West event at Aintree Racecourse, Merseyside. This new venue allows us to build on last year's success and significantly increase the event capacity.

Admission to the conferences is by advance ticket only and places are allocated on a first come, first served basis, up to a maximum of 35 students per school or college. Booking is only available online via the Student Conferences website at:

[www.studentconferences.org.uk](http://www.studentconferences.org.uk)

Bookings must be made by a member of staff on behalf of their students. Full information about how to book tickets, including how to provisionally reserve places, can be found on the reverse of this letter.

Please find enclosed publicity material to display in your school or college. The poster provides a space for a nominated staff member to insert their contact details, so that queries may be directed to them.

If you require more posters, encounter any problems whilst trying to book, or have any general Cambridge enquiries, please do not hesitate to contact the Student Conferences Team at the Cambridge Admissions Office on 01223 765514, or email [studentconferences@admin.cam.ac.uk](mailto:studentconferences@admin.cam.ac.uk). For queries about the venues and general Oxford enquiries, please contact the Oxford Undergraduate Admissions and Outreach Office on 01865 280134, or email [studentconferences@admin.ox.ac.uk](mailto:studentconferences@admin.ox.ac.uk).

Yours faithfully,

**Rachel Lister**  
Head of Student Recruitment and Information  
University of Cambridge



**Elizabeth Peachey**  
Head of Student Recruitment  
University of Oxford



## How to book

To book places for staff and students, please visit [www.studentconferences.org.uk](http://www.studentconferences.org.uk).

On the booking form there are three ticket types, Lead Teacher, Additional Teacher and Student. Please ensure that the member of staff coordinating the conference at your school/college registers using the 'Lead Teacher Ticket' option. Any additional staff that will be accompanying on the day should be registered using the 'Additional Teacher Ticket'. Please note: All staff and student tickets will go to the email address registered in the 'Your Information section' and not the Lead Teacher email address.

Before you begin your booking you will need your UCAS School/College code (a 5 digit number and not to be confused with the exam centre number), along with the following information for each student attending. If you do not yet have this information available, you can reserve places for up to two weeks (see below for details).

- Full name
- Date of birth
- Home postcode
- Details of any disability and/or special requirements
- Details of whether the student was entitled to free school meals or is/was in local authority care.

We estimate that the booking process may take up to 45 minutes, however this is dependent on the number of students/teachers you are registering for the event.

Once you have completed your booking you will receive tickets for each student and accompanying staff member(s) by email.

## Reserving Places

If you would like to provisionally reserve places at a Student Conference before confirming the details of the students you wish to bring, we now offer the option to reserve places for up to two weeks. Please fill in the booking form for the conference you wish to attend, using the following details for the student fields:

- Student Name : Reserve Student
- Student Date of Birth: 00/00/0000
- Student Postcode: XX00 0XX
- Please select 'No' to disabilities/further requirements, free school meals and local authority care questions.

Once you have completed the booking with the above information, you will have two weeks to log back in to Eventbrite and update the form, ensuring the full details of each student attending have been entered. If we do not receive the updated booking form within the two weeks, your reserved places will be released. Your booking is not confirmed until you have provided full details for each student attending. Please note: Teacher details do not need to be edited unless there are any changes to the staff attending the event.

## Changing Information

If a student for whom you originally reserved a place is no longer able to attend, you may substitute another student by returning to the Eventbrite booking system (see above) and amending the details. This should take place before the start of the event.

If you wish to increase the numbers of places allocated to your school group (subject to the relevant maximum) or cancel part of your booking, please contact us via [studentconferences@admin.cam.ac.uk](mailto:studentconferences@admin.cam.ac.uk) with your reservation number and full details.

**Further information and FAQs can be found at [www.studentconferences.org.uk](http://www.studentconferences.org.uk)**