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The BSS Annual Conference - An Organiser's Guide

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I - Introduction

The Society runs a weekend conference across three days (and two nights) every year. Since this almost always constitutes the largest gathering of members to take place in the year it is usual for the meeting also to encompass the AGM of the Society. The Society's Constitution requires that the AGM '*be held in the month of March each year or as soon as practicable thereafter*' and with this and the possibility of better weather outside March, the weekend after the Easter weekend has traditionally (though not exclusively) been chosen.

Appendix I summarises a typical conference format.

IMPORTANT: A key aspect of cost control of the normal weekend conference is for it to be planned so that it runs from early pm Friday to early pm Sunday so constituting a 48 hour (ie a two day) meeting spread across the three days. By this means many costs can be limited to a two day charge rather than three. It follows that any consideration of an extension outside this 48 hour period needs careful planning and written confirmation to avoid substantial extra costs.

IMPORTANT: Although much of this guide is set out in a rough chronological order of the need for action, some matters need to be attended to earlier than their place of mention in this guide might suggest. Chief amongst these is the choice of the Andrew Somerville Memorial Lecturer. It is recommended that a search for this presenter be started at least 16 months before the meeting. This and the planning of the rest of the Programme is covered in **Section IX** of this guide.

IMPORTANT: In what follows use of spreadsheets is recommended for recording the costs and establishing the delegate rates and then again for recording the bookings and other details. A web site is used to provide ongoing and up to date information for members and delegates, a special email address is used for conference matters and of course files relating to correspondence and other issues are held on the organiser's PC. It is essential that a system is set up by which back ups may be taken of ALL such data on a regular basis. This back up process should be performed in accordance with the Society's policy (See Appendix XV) and it should permit layered back ups so that a simple mistake one day doesn't itself get backed up over the unaffected earlier backup. The use of Second Copy (<http://www.secondcopy.com>) is much to be recommended.

II - Choice of Conference Location and Venue

1. **Location.** It is traditional to choose different locations around the UK each year with a slight southerly bias to reflect the higher concentration of UK society members in the South. A look at the locations of past conferences in Appendix II, will show the way this has worked out in the past. An odd aspect of choosing a location is that conferences that are held in attractive areas or cities tend to have the greatest attendance even though relatively few delegates ever travel during the conference or even before or after it to visit the surrounding areas! Several UK delegates come by public transport and since 30% of BSS membership live overseas it is particularly important to choose a location which has good accessibility by all forms of transport, car, train, bus and plane.
2. **Venue.** A historic problem for the BSS conference organiser and for the Trustees has been the decision whether to go for greater comfort (like a conference facility or hotel with everything under one roof) or to select cheaper, perhaps less comfortable or more dispersed

accommodation such as may be provided by a university. Many of our members are retired and in the past when polled on this topic members have generally been evenly divided. However, after the success of the Wyboston meeting, which followed on the rather hilly and distributed Exeter venue, and after the realisation that Universities like Exeter could actually be more expensive than the sort of hotel accommodation we had in Grange-over-Sands, a distinct vote in preference for comfort and convenience was seen from the Wyboston delegates. As well as this, many of our attending delegates are retired and prone to a range of infirmities. These persons particularly appreciate a venue that has everything under one roof.

Universities are increasingly moving to different term times and increasingly we are seeing them unable to offer the post Easter slot. The Cotswold conference of 2012 was a case in point since we could not book the Cirencester Agricultural College for 2012 for that reason.

Despite this we should continue to consider alternatives like Universities since their accommodation is improving all the time, some now have their own conference accommodation and lecture facilities in the one place and universities do tend to have better lecture theatres with much of the needed technology included in the price. Not only that but universities offer major concessions to educational charities like us on VAT – see below.

Where there may be a problem in identifying a suitable venue in an area it is possible to use a conference finding service such as 'Conference Guide UK'. This company was used to locate the Cheltenham Conference Venue since up to the time of us using them we had been unable to locate any obviously suitable local facilities in the Cotswolds. They were exceptionally helpful and went to considerable lengths to help set up meetings for us to check out three possible venues. Their service to us the customer, is entirely free though it has to be said that they appear to charge as much as 10% of the entire conference bill to the final chosen venue. Clearly this places constraints on what the venue can do additionally at no extra charge.

Details of this company and their contact are:

Angela Taylor
Conference and Event Advisor
Conference Guide UK
d: 0161 406 5079
t: 0845 833 2224
f: 0161 494 5075
a: Unit 4, Lingard Court, Lingard Lane, Bredbury, Stockport, SK6 2QU
e: angela@conferenceguideuk.com
w: www.conferenceguideuk.com

3. **VAT Considerations.** A particular advantage of using a university or other educational facilities is that they, as an educational institution, and we, as an educational charity, are both what is called by HMRC, 'Eligible Bodies'. See <http://bit.ly/qecKbC> for more information about this from the HMRC.

When two eligible bodies contract together to provide any aspect of education to the public some exemption from VAT is available, viz:

For an eligible body the education provided is exempt; and any 'closely related' goods or services provided are exempt. However the sales of other goods or services are taxed in the normal way

This exemption requires completion by BSS of an exemption form supplied by the venue. It can make a substantial difference to costings since in practice almost everything other than wine at meals is VAT free. If any sort of educational establishment is being used as a venue then it is well worth asking about eligible body status. Be aware that some educational bodies like conference centres will probably not be eligible bodies (because they themselves do not provide education – they only facilitate it) but perhaps because they do not know of the eligible body status and think that only we need to be eligible, they can and do, often appear to think they should let you think they can offer VAT free services - just to get the business! Much time and effort can be wasted on such things since of course all financial estimates are significantly affected. Wyboston was such a case!

However, it should be realised that Universities sometimes seek to capitalise on their status and arrange their prices so as to recoup some of that benefit for themselves. It was partially for this reason that Exeter was so expensive.

4. **Venue inspections.** Ideally, the conference organiser should start to consider venues some 24 months ahead of the intended meeting. A short list should be prepared and put to the Council at the October or December Council Meeting which is some 18-16 months before the date of the planned conference. At those Council meetings trustees should be encouraged to place the potential venues in some sort of priority order and to offer suggestions for an Andrew Somerville lecturer.

Once such a list of venues has been agreed the organiser should plan to visit two or even three of the venues in order to meet with the conference departments and establish the suitability of the venues, the mechanism by which they charge and just what of the offered facilities is provided as a part of the standard rate and which other needed facilities are 'extras'. Each venue is different and it is essential for all possible facilities and costs to be identified early on. Appendix IV lists some of the questions that should be asked; indeed, Appendix IV may be used during these meetings to go through the key points.

There are many things to be considered but one major one is the fundamental basis for charging. Some places charge a 24hour delegate rate (and a day delegate rate for those living close by and not needing accommodation), others operate facility charging, that is to say they charge B&B and then separately for conference room hire and meals etc. Sometimes there is a mix of the two. If the eventual number of delegates is higher than might originally be expected then a delegate rate approach favours the venue and we get no benefit from that and the facility charging approach might favour us. If numbers booking are lower than expected then the delegate rate approach may be better. Even if all shortlisted venues offer the same approach it will still be very unlikely that what is included will be the same in each case. A careful analysis of the quoted rates is therefore needed and in my experience this is best done by working through to estimate likely costs to delegates rather than as if we shall go with each venue. This estimation process is much simplified by the use of a common spreadsheet and is explained below.

It is worth mentioning that the period of these venue visits is also the start of the run up to the previous year's conference so visits might usefully be planned for the January/February period rather than later on in the first quarter.

5. **Venue selection process** After all potential venues have been visited one has to be chosen to proceed with contract negotiations. This choice may be obvious but sometimes it may not. As explained above, it may only be possible to decide on the basis of what the charges to delegates

may have to be for each option. The different venues may offer similar or different charging options. The Cheltenham decision was a case where the final options from two hotels were similar though what came bundled in the delegate rate was not the same in each case.

Estimation of likely delegate charges for different venues is done by listing all variable and fixed costs separately. Variable costs are those that are applicable to each delegate and which change proportionately with the number of registered delegates. Fixed costs are those which do not change with the numbers of delegates. Delegate rates and wine charges at dinner are examples of variable costs. Room hire and coach hire are examples of fixed costs. In each category there will also be VAT and also be some contingency.

At its simplest, the process of determining the applicable delegate charge for each potential venue is to settle on a likely minimum number of delegates, divide the fixed costs by this number of delegates and add the variable costs per delegate. So, if the assumed number of delegates does in fact register for the conference then the Society breaks even. If fewer register, the society makes a loss which may or may not be covered by the contingency. If more delegates register than the number assumed in this exercise, then the Society make a margin. Unless other considerations affect the decision, the venue that comes in offering the lowest cost to a BSS delegate should be selected. It is important (under a trustee's legal right to be informed) for the conference organiser to obtain the whole Council's view on the final selection. Sometime (as with Cheltenham) a slightly more expensive but better venue may be selected by the Council.

The actual calculation of delegate charges is of course a little more complicated because of the need to consider not only a sensible minimum number of delegates but also the likely mix of single, double accommodation and of day delegates. This is covered in more detail below.

III - Estimation of Delegate Charges and preparing the Booking Form

1. Society Delegate-Charging policy.

Society policy currently regards all conference attendees as delegates with each paying the applicable registration charge for the conference. Some considerable time ago the Society operated a separate rate for spouses of members who might not wish to attend the lectures and that method of charging, though more complicated, could be considered again.

The adoption of the present system by a former conference organiser appears to have been made as a way to spread the fixed costs of the conference more widely. However, that coupled with the annual change of venue with each venue having a different charging mechanism, has resulted in a situation today where more percentage margin is currently made from double room delegate bookings than from single or day rate ones.

I have made no change to this policy over the past three conferences in view of the national economic situation. Instead I have concentrated on keeping the year on year percentage increases roughly the same for all classes of attendance so that all delegates see an 'acceptable' increase each year.

The consequence of all this is that, when identifying the break-even point on any conference operated under the preset policy, the organiser additionally needs to make an assumption as to the relative ratio of bookings for single or double accommodation. This is the reason for the Booking Ratios in the green box of Appendix V.

Before leaving the matter of a possible different future charging policy it is worth mentioning another that might be considered especially where hotels may be being used as venues. That is to set a society registration fee which covers all but the B&B accommodation charges of the hotel and let the delegates make their own bookings with the hotel. NASS operates this policy although with a (reduced) registration fee for spouses which covers some of the more social conference activities. Spouses could then simply book B&B – and pay additionally if they wished to accompany their delegate spouse to any of the conference events not included in the spouse's registration. This was tentatively considered for Cheltenham but discarded because the hotel (strangely) wanted all bookings made with them to include all lunches and dinners.

However It should be noted that if any change were to be attempted to the present system then the whole process needs to be carefully checked in the light of the fact that the society would no longer make any margin on the spouse's accommodation element and that any subsequent rise in rates might simply trigger many delegates to book single rooms rather than bring their spouses.

2. **Identifying Fixed and Variable costs.**

Appendix V shows the Variable and Fixed costs that were used in planning the Cheltenham Conference. Indeed, the list of entries in that Appendix can be used as a provisional list of all costs that need to be obtained before the cost estimation process can be completed. Note that some contingencies are assumed and also that a provision is included for a more expensive meal on the Saturday. Some venues only provide silver or plated service to a more expensive menu. If this is assumed from the outset and is later not necessary then it acts as a variable cost contingency.

It will be seen from Appendix V that here are three different variable costs for the three categories of delegate: Those in Single Accommodation, those staying in Double Accommodation and those attending as Day Delegates. Since all attendees were deemed to be delegates at the Cheltenham conference, charges are estimated per person in all categories.

3. **Use of a Subsidy.** At the end of the fixed charges is an entry for a subsidy. The last two conferences have taken place in a period of considerable flux both from the economic downturn and in 2011 from an increase in VAT. In these circumstances and given the fact that the Exeter meeting made such a significant margin through the university's incompetence, the Council agreed that a small subsidy buffer might be used to keep the perceived percentage venue-to-venue increase down if the resulting new delegate rates proved to be significantly higher than previous years. In the event this was not needed at Wyboston because we had more than the minimum number of expected delegates and effectively it was carried forward to be available for Cheltenham. The overall effect of permitting a subsidy is to allow the conference to proceed under conditions where break even might only be achieved at quite high delegate numbers. As of February 2012, it looks as if it may not be needed for Cheltenham either.

Once all the current costs for a venue are known and entered into the relevant spreadsheet we may proceed to make some assessments of likely delegate charges.

4. **Calculation of delegate rates.**

As a consequence of the economic situation since 2008/9, we have tried to use venues where we could ensure that charges for each category of delegate would only rise year on year by an acceptable amount – whether that be some percentage that is not far removed from those of other rises or whether in view of the size of the cost some small absolute sum.

However choosing different venues every year presents any organiser with a problem since the venue charging mechanisms are always different. As a result acceptable delegate rates are only achievable by accepting that contributions from the various delegate types to the fixed costs of the meeting will vary. The Cheltenham Meeting of 2012 is a real case in point since not only was this our most luxurious (and therefore most expensive) venue yet but also the hotel has very similar charging rates for single and double accommodation. Maintaining the policy of only permitting acceptable increases over the previous year in this case meant selecting rates where double accommodation contributed more to meeting the fixed costs of the meeting than did single accommodation or day delegate rates.

Clearly such a situation required a careful estimate to be made of the likely take up of single, double and day delegate attendance and of course there was a greater risk that the meeting would make a loss if the actual take up was significantly different from that estimated. Accordingly the Council approved a small buffer to be available as a part of the planning process. This was to be available from earlier conference profits, notably the substantial excess made from the last Exeter meeting.

The process by which the delegate rates were established used the fact that the policy of setting only acceptable increases each year had resulted in a remarkably consistent attendance by our members. If anything this has been enhanced by the parallel policy of choosing venues on one level and under one roof.

The simple expedient of assuming that the mix of delegate bookings will be the same the following year as in the present one has now been adopted for the last three meetings and seems generally to have worked; though this may be affected by the fact that the standard of venue has increased in all those years.

Appendix V showed at the bottom of the green coloured box the various ratios from Exeter and Wyboston and the use of the Wyboston ones for the Cheltenham rate estimation

Appendix VI shows how these have been used to predict delegate rates on the basis of a 75 delegate conference. The use of a subsidy, an initial provision of a half bottle of wine per person at dinner (which historically isn't quite used) and several contingencies, including a cancellable premium for the Saturday dinner and a late decision on wallet gifts all come together to provide a realistic buffer against unforeseen events.

Rates for add on nights B&B and for dinners for day delegates are generally decided so as to give a useful margin. To keep the charges down it has been the practice to avoid inclusion of a wine charge for add on dinner rates since (one might hope!) most day delegates will have a need to drive home and will not drink alcohol at the dinners. The numbers however are small and even if some do drink the effect will be small.

5. Other costs.

In the planning process costs need to be entered to cover a variety of bought-in items. Experience has shown that quotations obtained (for example) from a coach company some months ahead may not be held when the final booking is made. It is therefore sensible to obtain quotations for such services early on and seek the Treasurer's permission to contract and prepay for such services. This has in the past applied to:

1. Coach services (use best of three local quotes)
2. Conference Wallets (locate a suitable vendor like www.4imprint.co.uk)

3. Any renewal of standard wallet inserts, like pens, that may be needed – again from www.4imprint.co.uk
4. Dinner wine (This only applied to Cheltenham where it emerged that they would hold 2011 prices if we placed a basic order)

6. Announcement of rates, the Booking Form and Newsletter entry.

It has become the policy in these difficult times to make two announcements about the conference. The first has been made in the September Newsletter with a booking form inserted with the September Bulletin. The second, so called Final Reminder Booking Form is printed on a different colour stock and inserted – again with a Newsletter mention - in with the December Bulletin. These forms are generally printed by the Bulletin printer – who also inserts them for us. A PDF should be sent to the Bulletin Editor (currently John Davis) in good time, usually before the Newsletter deadline of the 15th of the previous month.

The two sided Booking form used for Cheltenham is at Appendix VII. This form was the first format to permit the use of PayPal as well as cheques and even Debit/Credit cards through the PayPal system. The deadline date mentioned on the form for making bookings is set a few days before the date contracted with the hotel for guaranteeing numbers. This then is also the date up to which cancellations may be accepted without any residual charge being levied.

The Newsletter entry that was used for Cheltenham is at the end of Appendix VIII. The text for such entries should be sent to the Newsletter editor (currently Mike Shaw) before the 15th of the month preceding publication.

IV - The Society Conference Web Page

At the time that the Booking Forms have been sent to the Bulletin Editor in advance of the September Bulletin, consideration should be given to the matter of a special conference web page. This was first started for the Exeter Meeting as an idea for better promotion in difficult times. It has been continued ever since.

It should be understood there is no compulsion to develop such a page and no requirement (yet) by the Council for there to be one. However the numbers of hits shows that it is well used and increasingly our membership is interested to use it to find out more about the next conference and even to assist in a decision of whether to come. It is a place where changing information can be displayed as well as providing details of the area and sights to see. Not only that but the numbers of hits on the Exeter (2010) page even in 2012 show a lot of continuing interest in our past events.

When we first started to use a special conference web page, the society's web site was still being rewritten based on *Expression Web* and so it was felt better to develop the conference web page on an external web site and provide a link to it from the society site: sundialsoc.org.uk. At that time (and also for Wyboston and Cheltenham) <http://www.ppowers.com> was used since it is hosted on the same servers as the society web site and update was particularly easy where the conference organiser's own web site is being used! The special page was arranged to be an orphaned page on the site so that there would be no untoward linking from the rest of the site.

In moving forward to another conference organiser it would be sensible for the conference web page to be hosted on any of the society's three domains. Unless and until a content management system is employed on the society web site, the webmaster will naturally be reluctant to have one or more pages not under his control so it is suggested that an orphaned page might be placed on either of the other

two society domains (sundialsociety.org.uk or britishsundialsociety.org.uk). This could then be linked from the main web site in the usual way. Whenever such a page is set up it would be prudent to establish a short code address for it. Cheltenham used:

bit.ly/bss2012

this format of shortform address is not so much sought after so with a change of the year, it probably can be used for many years into the future.

If it is decided to continue the idea of a conference web page then the following may prove useful.

The layout used is not elaborate. The last three 'conference web sites' have used a simple table layout with occasional links to other pages. These were all developed under FrontPage rather than Expression Web though future use of Expression Web will probably be required since that is now the firm Society policy. If it is decided to use FrontPage editing, FrontPage extensions on the hosting server (AFMU) are required to be turned on. The webmaster is able to do this.

The home page uses the same colour scheme as the main web site and so there is little or no problem with site recognition. The content used is of course to be developed for each venue though much of the 'boiler plate' – like the Ts & Cs – can be reused. Appendix XVI shows the terms used for Cheltenham. Additional pages linked from the conference page cover transportation details, B&B contacts, payment arrangements and (where necessary) auction information etc. The pages have links to Google Translate and show a last updated date.

One of the links from the home page is to a jpg image of the booking status which is copied and pasted into an image package (eg Irfanview) from the bookings spreadsheet. The operation of this is discussed later under section 9.

The conference pages are updated regularly – sometimes daily – and in order to prevent any later arguments, archived dated copies have been kept, at least of the main page, under dated files in a separate archive folder. This historical page archiving is performed after any significant change.

It should be noted that almost all of the information given on these pages can be obtained without the need for a site visit. Almost everything may be found on the Internet or by using Google and, where appropriate, confirmed by using Street View.

The conference web page uses a Conveyor Belt slide show of some of the photos taken during the first viewing of the venue. This software is provided free by 'Dynamic Drive' with a required mention on our page. This acknowledgement is included in a grey font. For more information about the display see:

<http://www.dynamicdrive.com/dynamicindex4/leftrightslide.htm>

If using the same Javascript code (it may easily be copied and pasted to another web page) it should be remembered that each image must be of the same height in pixels.

It is not sensible to provide print outs of all the special conference web pages in the Appendix but the files are enclosed on the accompanying DVD.

V - Use of a Generic email address to contact the Conference Organiser

It is useful for the Conference Organiser to be able to use a separate email address for all of his conference related mail. The society has set up a series of these 'generic' mail addresses and that for the conference organiser is: conferences@sundialsoc.org.uk. This address should be widely publicised in notices, literature and in links in the special conference webpage.

Details of how it may be accessed and used are given in Appendix VIII.

All bookings received from delegates who give an email address are confirmed from this 'conferences' address. The delegates email addresses are also recorded in a conference address book.

VI - Recording bookings, offered papers and needed table space

When bookings forms and payments start to be received, the forms and any cheque should be identified by a serial number. It has been the practice for this to use the initial letter of the venue and a sequential number. Thus Cheltenham bookings start at C1 and proceed with C2, C3 etc. A dummy record is used for the AS lecturer and this is allocated the reference C0. These references are written on the form and on the back of any cheque and all forms filed in a lever arch file.

The data are then entered into a spreadsheet designed for the purpose. The layout of three parts of this spreadsheet is indicated in Appendix IX and is self explanatory. In the first of three compacted snapshots is shown the three things recorded in this sheet. At the top are the booking details, totals and comments relating to any booking. The green section records offers of papers, their times, titles and whether or not titles and abstracts have been received. Also included is the means (and date) by which the offer was received – that is often especially important since it provides an easy way to refer to the original offer. The lower blue section records requests for display table space and any other 'reminders', again with a record of when and how the request was made. [Not shown on this snapshot but contained in the actual sheet is an ongoing summary of the extent to which the entered bookings meet the fixed costs of the meeting. This uses the manually entered margins at the top of row 1 in columns L-X]. These figures are obtained from the estimation spreadsheet and may or may not be chosen so as to reflect all contingencies or just those thought to be applicable at the time. Elsewhere on the bookings sheet (though not shown here) are entries that confirm to what extent delegates from previous years are attending the current year. Since there is a strong core of members who attend each year, an analysis of who has come again each year helps in an understanding of how many further bookings might yet be forthcoming. Indeed the information can be used to send people reminders.

Other worksheets of this spreadsheet take the data entered on the first worksheet and represent it for other purposes: viz

The Paying in Cheque Summary Sheet. This shows the cheque (or PayPal) details of all receipts. When payments are to be made to the bank a record of the details of the cheques paid in in that tranche are copied to a separate (coloured) column with total at the bottom. A screen copy of this sheet is then sent to the Treasurer to provide detailed information of what has been paid in and from whom. On this display entries where the cheque date is in a tan coloured cell are those that have post dated cheques related to them. These are to be kept on file until their date becomes valid.

The Booking Summary Sheet. The third image in Appendix IX shows a tabular summary of each booking ordered by the C## reference. After each batch of received bookings has been entered this page is copied and pasted as a jpg image into the special conference web page with a filename of *bookings.jpg*. This file may then be accessed from the Special Conference Web Page by any person interested to confirm their booking.

Other worksheets in this spreadsheet may be (and have been) used to assist in developing the programme of talks and/or providing details of meals etc for the venue. These are however more related to the specific needs of the particular venue (it was important at Exeter who required us to commit to everything) but may not be needed in any one year. They will therefore not be discussed further here.

All bookings should be confirmed. Since almost all delegates now have email such confirmations should for cheapness be sent by email from the conferences@sundialsoc.org.uk email account. An example of the form of confirmation is given at the end of Appendix IX. This acknowledges the booking and gives the booking reference C## referred to above. Note that reference is made to the special conference web page since this is where the Society's terms and conditions are given.

In the rare (usually only one or two!) cases of delegates not having email the confirmation should be sent by post. It is sensible then to include within that letter a short summary of the terms and conditions. It may be preferred to use a mailing service for this sort of posted communication since this does not consume one's own stock of printer ink, paper, envelopes etc. The "PC2Paper" service at <http://www.pc2paper.co.uk/> can be very useful for this. It requires prepayment but it permits PDF versions of letters to be sent electronically and put in the post by them at a competitive rate which one then claims back from BSS. The web site has its quirks but it works well. It is necessary to upload the letter before setting the recipient address and although their web site at one point suggests that they can also accept MS Word files, they do not; one has to use PDF. However this permits letters to be properly signed.

VII - Planning the Coach Tour

It is customary for the conference delegates to be taken on a coach tour of a few local dials on the Saturday afternoon of the conference. This usually leaves the venue after lunch at 2pm and returns in time for some drinks at the bar prior to the Conference Dinner. The actual return time may be around 5:30pm or as late as 6:15pm.

Clearly the actual details of each tour are heavily dependent on the location of the venue and the number of interesting dials that there may be in its vicinity. Unless there might be many dials in one place, it is usually only possible to see a maximum of five or six dials over a maximum round trip distance of about 60 miles. It should be remembered that some delegates additionally enjoy the coach tour because it allows some appreciation of the nearby countryside and this should also be taken into account in planning any route.

The Registrar will be able to help identify interesting dials and give exact locations and even some images of them. These locations should be visited during the planning process although use of Google Streetview helps greatly to establish a most likely route and Google maps can give some reasonable estimates of journey times. However nothing can beat an actual pre-meeting test run along the actual route of the tour.

At some time before the meeting the planned route should be disclosed to the coach company to ensure that all dials can be visited by a coach (or coaches) of the size envisaged and in the time

available. This is particularly important as we saw on the tour at the Grange Conference when no such check had been made and one dial could not be visited because the chosen coach was too large.

If funds (and time) permit a small leaflet may be developed and inserted into the wallets to show the route and to list the interesting things that might be seen on the dials being visited. Exact details of the tour timing etc should be confirmed with the tour operator close to the date.

VIII - Alerting the Council to deadlines

The Council will have the need for certain material to be given to delegates at the conference. Some of this (for example the previous year's accounts) will need to be displayed at the meeting whilst other items (for example the *Recorder* news sheet) will need to be included in the wallets. Because of this the conference organiser should alert the whole Council – and any one else who might need to know – to the deadlines that will apply. **This should be done during January.** It is conventional for the Conference Organiser to insist that all material for the wallets be provided in the correct numbers two weeks before the meeting. Material that simply has to be displayed at the meeting can be brought to it by the person responsible. However it is useful for the organiser to be told beforehand what display space might be needed. The notice issued to the Council that was used for the Cheltenham meeting is at Appendix X.

IX – Setting and Printing the Programme and printing other material

Of course the programme is entirely dependent on the papers that may be offered. In years when the number of papers is slightly lower than usual greater time may be allocated for coffee and looking at the displays. In year's when we are slightly over subscribed with papers then an earlier start may be made and a third paper presented on the Friday evening. A typical conference will have time for something around 440 minutes for papers and questions and a typical format might be as indicated in Appendix XI below. There is considerable flexibility to be had in arranging the programme. Generally speaking fairly light hearted talks should be planned for the Friday evening and serious mathematical ones early on Saturday or Sunday. Be cautious about authors suggesting that they only need to talk for 15 minutes. They may well be able to keep to such a short time but experience shows that many cannot. It may be sensible to allow 20 mins in such cases.

It is wise to confirm back with presenters – perhaps when sending out the Presenters' Notes – just how much time has been allocated and to ask if they would like to use any form of timer. At this time final requests for Title and Abstracts should be requested. These are then used to develop the printed Programme.

Before the final Programme can be printed it is necessary to appoint the Session Chairmen since their names are included in the printed programme. Traditionally the Chairman of the Society Chairs the first session on the Friday night and the last session on Sunday morning after coffee. This leaves the two sessions (before and after coffee) on the Saturday and the first session (before coffee) on the Sunday. Three Chairmen are therefore needed. They should be approached for their agreement before their names are placed in the Programme. Be careful not to have allocated a Chairman to a session in which he or she is presenting. It is a courtesy always to ask our Vice President Fred Sawyer to be a chairman for one Session.

When the printed Programme has been finalised it should be sent off to be printed against an emailed quotation. We normally use the Camberley Printroom in view of their reliability, speed and very low prices. They also do ordinary photocopying of general material for the wallets and will courier the finished items to the conference organiser. If possible have all work done by them in one batch. The Contact for them is:

Andy Bruton (Production Director)
Camberley Printroom
419 London Road,
Camberley, Surrey GU15 3HZ

Contacts:

www.printroom.co.uk

Phone: 01276 684313

Mobile: 07971 123030

Mail for Placing Orders: plans@printroom.co.uk

Cheques to be made payable to the '*Bracknell Print Room*'.

At Wyboston a folded programme was introduced for the first time and it proved very popular and has been used since. It is prepared in MS Publisher and sent to the printer both as a PDF and as a MS Publisher *Pack and Go* file with instructions (and possibly a sample from the previous year) regarding folding. The layout of this for the Wyboston programme is shown in Appendix XII.

X – Notes for Presenters

Because each of our conferences takes place in a different venue, presenters naturally become nervous about the presentational arrangements. Ever since Exeter we have therefore issued a note concerning things that are of interest to presenters. They include details of the lecture theatre and the sort of facilities that can be expected. The notes that were issued for the Wyboston Meeting are given at Appendix XIII.

The notes for Cheltenham had not been issued at the time this guide was issued. They will be similar but will include a description of **MS Powerpoint's Presenter View** that will be used from now on. This permits side by side display at the lectern of the lecturer's slide and related notes and it contains a timer. However for Cheltenham at least the previous timer arrangement (or equivalent) will also be available.

Information about Presenter view may be found at:

<http://office.microsoft.com/en-us/powerpoint-help/what-is-presenter-view-HA010360603.aspx>

Presenters having an iPhone may like instead to use the excellent **pClock App**. Similar ones are available for other smartphones.

An important aspect about the Presenters' Notes is the emphasis on time keeping. In an effort to improve time keeping the Council has determined that:

1. We should have an optional lecture timer available to presenters
2. All presentations (without exception) will be in MS Powerpoint 2010 format.

3. All presentations are to be submitted to the Conference Organiser by DVD, Dropbox or other mechanism two weeks prior to the meeting. Prior to the meeting the Conference Organiser will test them all using Powerpoint 2010* and prepare a master DVD with all presentations on it.
4. Connexion of personal laptops to the projection system will not be permitted.
5. Presenters should be individually informed by the conference organiser of the period available for presentation of their papers
6. Presenters who significantly exceed their allotted time will be asked by the session chairman to stop immediately but may be permitted to deliver the final aspects of their paper at some later time in the meeting that will be announced.

*A 'charitable use' copy of Powerpoint 2010 may be obtained from John Foad for this specific use.

XI - Wallet Contents, Name Tags and Miscellaneous Copying

The wallets used for both Wyboston and Cheltenham have been of a zip-closed style in black with a printed logo. These have been obtained at an advantageous price from Imprint 4 (<http://www.4imprint.co.uk>). They take A4 sheets and are closed by a metal zip. There is no name pocket and the material is unsuitable for sticking labels to it. Accordingly delegates names are printed onto A4 sheets which are then laminated and guillotined to size and a hole punched in the end. These are then attached to the zip pull using 100mm X 2.5mm white cable ties. A pack of 100 is available for £0.99 from many suppliers, Aerial Shack (<http://www.aerialshack.com>) being just one. Tool Station also offer these at 54p/100.

The Society has standardised on 'Durable' name badges 40 x 75mm with both pin and clip. The paper for printing the badges is Badgemaker 40x75 No 1453-02. (<http://www.durable-uk.com/gb/products/2/49/name-badges/badge-inserts.html>) They may be prepared using a software package (or using a Word Template) both of which are to be found on their web site. Durable's own software works and allows one to insert a logo as well as the delegate name but it is rather opaque in its operation so allow a little time to generate the badges. The paper supplied for the Durable Badges is rather thinner than one might like and so small white self adhesive labels are placed on the back of each after to ensure the papers do not fall out in use.

Wallet contents typically are:

Name badge

Letter of Welcome by Conference Organiser (Example at Appendix XIV)

Conference Programme (see above)

Coach party list (if necessary)

Dial Tour guide (for those attending, if prepared)

Attending Delegates list (names of attending delegates and their origin by County or Country)

Questionnaire (Example at Appendix XIV)

Any Council required Society Information Sheets etc (from Secretary)

Other misc things like freebies, gifts etc according to Organiser's view of what can be afforded

AGM Agenda (one per delegate and two more for display supplied by Secretary)

Council Reports (Supplied by Secretary)

Copy of *The Recorder* (Supplied by Registrar)

Stocks of material for insertion should be delivered to the Conference Organiser in good time.

Sometimes it may be decided that the Conference Organiser should arrange for the necessary design

and printing. The services of the Camberley Printroom (see Section IX above) should be used for the final printing – they are very reliable and cheap..

NB: Stocks of some freebies (especially pens) are at levels sufficient for more than one conference. The costs of these are written off as incurred so that existing stocks do not have to be accounted for in the current conference's profit and loss account.

XII - Arriving at the conference venue

The Conference Organiser should plan to book in and arrive on the Thursday. This costs for this extra night (for Organiser and partner) is refundable from the Society as an expense. Attendance of the organiser with or without partner at the actual conference is of course not a Society expense.

Early arrival is desirable since it permits a discussion with the venue staff and may even permit early set up of some equipment. If equipment is being hired in then its delivery should be requested for the Thursday in order to provide some leeway in case of delay or problem.

It is important to attend a teach-in from the venue staff regarding the Projection and AV Equipment. This can usefully be done on the Thursday. It can be useful to involve others in this teach in. Fred Sawyer is excellent for this and he usually arrives a day early too.

On the Friday a period should be set aside in the early afternoon for Presenters to be able to see and even use the Projection system. In such a period a few presenters will wish to swap their presentations on the projection system. If there had been no problem with compatibility of their submitted presentation then this will not usually present a problem.

Appendix I

Typical Conference Format

It is important to realise that the format of the annual conference is not rigidly fixed as a concept but may be varied to suit individual circumstances. However, that said, normally delegates arrive after about 2pm on the Friday and leave in the afternoon shortly after lunch on the Sunday. On arrival at the venue on the Friday delegates are asked to report to Reception who will check them in for their accommodation.

Accommodation is usually available for occupation from about 3pm on the Friday - possibly earlier though that depends on the venue. The Reception staff will point out the assembly area of the conference suite where there will be several boxes of conference wallets. There may not be someone present to greet every attendee at that time since we are only a small Society. Delegates will have been asked to look for their name(s) on the wallets - they will be in alphabetical order of surname - and take theirs. Inside that will be the programme and a few other items that will give more details of the meeting. It is common for the wallet to include one or more free gifts like a pen and possibly some insert of interest to a diallist.

The assembly area (in which frequently is the bar) of the conference suite is where delegates can meet up with friends and relax. There will be a display of sundial related items brought by delegates nearby and in this area too will be the society's sales table and a bookstall manned by Rogers Turner. There will usually be light refreshments available in the bar/assembly area on the Friday afternoon from about 4pm and the bar opens sometime before dinner - which on this first evening may be at 6:30pm or so.

After the Friday dinner (typically around 8pm) the first two or perhaps three of our talks take place in the lecture room; ending with delegates repairing to the bar. Saturday morning after breakfast brings more talks, interspersed by a 30 min coffee and a break to look around the exhibits. After lunch a coach departs for a tour of some local dials, returning before 6:30pm in readiness for a pre-meal drink before our Conference Dinner. On the coach tour, we try to get to see several interesting dials in a 60-70 mile round trip which also should also let delegates see something of the surrounding area. Places on the coach will be allocated at the time a booking is received to those requesting the tour and sometimes may have to be limited in numbers. Early booking is therefore desirable.

There are usually some speeches and presentations of awards after the Conference Dinner after which there will be a chance to meet other delegates over a drink or there may be some other event such as an auction of dial memorabilia. Sunday morning brings more lectures followed by the one hour plenary lecture by an invited speaker, in memory of our first chairman, Dr Andrew Somerville and the meeting ends with the Society's short AGM followed by a chance for a society discussion. It should be noted that the discussion is not formally a part of the AGM and no decisions taken at such a discussion are binding on the trustees. Then follows lunch and if necessary, there can be a continuation of any earlier discussions. Delegates depart after that.

Additional booking options usually include B&B options for delegates to arrive a day earlier and/or leave a day later. Lunches are not usually included in such additional-day bookings.

Appendix II

Past Conference Locations and Andrew Somerville Lecturers

BSS CONFERENCES

Year	Location	Somerville Lecturer	Title
1990	Oxford	Dr A R Somerville	The "Symbolic" Renaissance Dials of Scotland
1991	Edinburgh	Christopher Daniel	English Polyhedral Dials
1992	Bath	Sir Francis Graham Smith	Pulsars as Clocks
1993	Manchester	Dr Allan Mills	Dividing the Day
1994	Urchfont	Dr Allan Chapman	Measuring the Sun and Stars
1995	Grantley	Philip Adams	Ulster Sundials Old and New
1996	West Dean	Fred Sawyer	Samuel Foster of Gresham College
1997	Penrith	Charles Aked	Meridian Lines
1998	Dunchurch	Sarah Symons	Ancient Egyptian Shadow Clocks and Sundials
1999	Dunchurch	Prof David Waters	Sun, Moon and Stars: Time Measurement at Sea
2000	Cirencester		Postponed due to bereavement
2001	York	Dr Jim Bennett	Learning from Objects: a study from 16C Florence
2002	Exeter	Dr Silke Ackermann	Folded time unfolded, a look at sophisticated astrolabic quadrants
2003	Yarnfield	Prof John North	Chaucer, Holbein and the shadow of Good Friday
2004	Oxford	Dr Ken MacKay	Sundials of Scotland
2005	Egham	Prof D Karl Hofbauer	"The moon has set and the Pleiades" ..(Sappho). Time measurement in cultural history
2006	Durham	Prof Rosemary Cramp	Anglo-Saxon Sculpture
2007	Cambridge	Dr Frank King	The Nodus and the Date—Mission Impossible
2008	Latimer	Dr Alison Morrison-Low	Scottish Sundials at National Museums Scotland
2009	Grange-over-Sands	Father Leo Maidlow Davis	Monks and Time
2010	Exeter	David Bryden	A Gallimaufry of Dial Makers and Designers
2011	Wyboston	Dr Rebekah Higgitt	<i>Ne qui periret</i> : researching and collecting sundials in the age of precision timekeeping

Appendix III

Approximate Planning Timetable

Dates given here are in months before the start of the meeting

Months before meeting	Action
24	Consider possible locations and venues for the meeting
18-16	Float venues to the October and/or December Council Meetings for prioritisation
16	Start selection process for AS Lecturer. Aim to have acceptance by 12 months before the meeting
12-10	Set up visits to check out the two (possibly three) most preferred venues. Obtain Council approval for venue of choice. Agree final Contract with chosen Venue. Agree payment method with venue.
10	Select, book and pay coach company for dial tour
10-9	Use summer sale period to order and pay for wallets (and maybe pens) at discounted rates
8	Calculate rates and issue Booking Form 1 with Newsletter entry
8	Develop first version of Special Conference Web page
5	Issue Booking Form 2 with Newsletter Entry
3	Alert Council to Deadlines for wallet material etc
3-2	Send out Presenters' Notes, Finalise wallet freebies and place order
3-2	Plan Coach Tour and submit it to the Coach Company
2	Check that there are sufficient supplies of name tags, paper inserts plastic ties for wallet name tags and of name tag chains. Re-order if necessary.
1.5	Send details of contractually committed reservations to the Venue. (NB Venue may need this earlier)
1	Invite and confirm the session chairmen
0.5	Receive wallet material and stuff wallets, prepare display table reservations and other notices
0	Arrive at venue the day before (Thursday) and check out lecture facilities, display area and AV arrangements. Raise any issues with the venue. Get training on AV /Projection systems

Appendix IV Venue Check List

A basic check list to be used when inspecting different venues**

Any other venue-specific queries should be added as appropriate

Booking

Venue details – what is proposed? To what extent will the facilities be shared with other guests/conferences?

Delegate rate basis or facility charge basis?

What is covered in each case?

Rooms to be reserved etc.

Mix? Of totals typically we see 57% singles, 43% doubles. So in 100 attendees 43 partners.

'Eligible body' status for VAT?

Check if there might be a valued-client discount if returning to a venue (or chain) we have used before?

Types of room available, how many and at what price? View and photograph all types.

Are prices guaranteed for the specific conference being discussed or are they only the prices at the time of the visit? If the latter will all prices be fixed upon contract signature?

Provision within rooms (soaps, towels etc), TV etc.

Disabled rooms? How many? Review and photograph – especially the bathroom; has it a seated shower? Do these rooms need early/special reservation? Availability of nearby carers rooms? Contact facilities between disabled delegate and carer?

Fire and emergency arrangements. Insurance needs?

Theatre and Exhibition space. Detailed photographs needed. We need space and seating for a max of 100 delegates. Usually with a separate area of around 15 display tables, each 6x3ft, for displays. Is the display space lockable and who has the keys?

Can the display space be locked during lectures as well as at night?

Book-sale display area – or tables. Need two tables with chair for Elspeth in between.

Hire of display/poster boards for vertical displays or perhaps for poster papers? How many available and what rental cost?

Date by which we need to confirm room numbers. Must be less than 12 weeks before the meeting, preferably 6. (This is a frequent sticking point at the time of contract signature)!

Procedure and penalties if reducing or increasing numbers at any time and especially after so called final numbers given.

Costs/availability for extra days' B&B

Other conferences at same time? What extra costs for sole use? [Such are not usually affordable however!]

Do guests each get an Information Guide from the venue?

Arrival

Road Train and Bus access directions. Nearest stops.

SATNAV post code and other information.

Taxi prices to/from rail and bus stations. How many delegates call taxis?

Car Parking and getting to the right place. How safe is the car park?

Is BSS signage indoors and outdoors permitted? How may it be fixed?

How do delegates obtain room keys? What are check in/out times?

Is there an available room for safely storing bags after checkout on Sunday?

Other Facilities and access for disabled. Take photographs if necessary.

Transport from car park to Exhibition area - some displays are heavy. Take photographs if necessary.

Access to nearest town and back? Nearest bank machine, chemist and bank?

What is proposed as a BSS check in area? Is it suitable?

How good is mobile phone reception?

Theatre/Lectures

Lecture theatre – stage? Tiered theatre? Coffee facilities nearby? Do we have sole use of coffee area?

Audio Visual arrangements, important to have amplification for our elderly delegates. Note that we need a PC version of Powerpoint 2010, projector. Is display computer provided/built in?

Microphone(s). Lapel microphone especially necessary.

Amplification of speaker's voice and of questions from the floor? (Not usually necessary to have facilities for questions but it is nice to know)

Any instructions? Need for a technician all weekend? If so is this free?

What do we do if there is an AV failure, or any batteries in equipment die or the display projector needs adjustment on the Saturday or Sunday? (All have happened!)

Is a technician available to assist and provide training on the Thursday and/or Friday?

Establish cable lengths to projector if this is important. [Usually we forbid connection of others' laptops to avoid problems of cable length and other delays to the published programme]

Lectern? How much to hire one if none supplied?

Pointer and remote operation? How does it all work?

Overhead Projector, Type, resolution, foils, pens etc

Flip chart availability and/or cost, pens,

Blu-Tack (white) allowed on walls in display area?

Test the effectiveness of curtains or other black out in theatre. Test light dimming mechanism.

Any other TV/PC display in the theatre?

Local facilities for a lecture countdown timer?

Meals

Where will refreshments be provided on the Friday pm

Afternoon tea, coffee areas for mid-session refreshment?

Where will meals, breakfast, lunch and dinner be served?

Restrictions on seating in restaurant especially for breakfast and lunch? There can be too much confinement by only allocating exact numbers of seats or laid up places? Delegates need to be able to choose where to sit.

Quality and variety of food. Fresh rather than tinned breakfast dishes?

Cooked vegetarian breakfast available?

Menus. Prices, Vegetarian options? [We have never needed it but can the venue cope with Vegan, Halal and Kosher foods?]

Any likely problem with queuing for meals? How many staff serving?

Conference dinner, would it need a different (perhaps more expensive) menu and different presentation, is silver or plated service available?

Printed individual menus for Conference Dinner? Cost?

High table? Suitable for speeches/awards. Is microphone available?

Wine service at both dinners. Need for a limit of the number of bottles that the Society will be charged for and any used ones to be credited. See below*

Bars and bar service times and cash or charge to room? If the latter who is responsible for settling the bills?

Is the bar to be shared with any other guests/conferences?

What staff will be on duty and when? How senior will they be in case of problems? How might they be contacted?

Misc

Internet and WiFi access? Any extra charge?

Local display of our programme possible?

Late entry back to rooms from town?

Where might a conference photograph be taken?

Campus/local bank machines?

Supermarket local/on campus?

Medical help arrangements/urgent prescriptions?

Access for coaches? Even double deckers?

Coach firms locally? Any preferred? Any who discount for the venue?

*Wine service: The best way of avoiding wastage of wine is achieved by getting the venue to follow this procedure. Currently our members at conferences tend to drink rather more red wine than white. For tables of (say) ten delegates we need two white and two red opened bottles of wine on each table at the outset with the remaining ordered bottles being placed unopened on a side table from where the venue's waitered service would open and bring any needed top ups. If (though only if) the initially unopened bottles prove to be insufficient, there should be a provision by which tables that need more wine after the maximum committed number of bottles has been used can buy (as at a cash bar) any additional bottles for themselves. Unless this procedure is followed there will be lots of opened wine left at the end of the meal which of course will be charged to us.

**If permitted take copious photographs because it is so easy to come away confused as to what each inspected venue offers! Many photographs, the points raised by the above questions, and their answers can all be later included as valuable information for and advice to, delegates given on the special web page for the conference.

Appendix V

Estimated Fixed and Variable costs for the Cheltenham Conference.

The green box below lists all of the hotel's charges and below them (under the cell marked 'Used') the expected ratio of delegates staying in single, double accommodation or as day delegates and those seen at earlier conferences. These are for later use in deciding the rates for the different categories of delegate.

The yellow box shows the **variable costs** for those staying in single and double accommodation or as day delegates with VAT calculated on the wine and on any supplements that may be needed for the Conference (Gala) dinner. (pp = per person).

The pink box shows the all the **fixed costs** including VAT. The basis for the totals is indicated in the comments to the right. Please note that the pen purchase is for sufficient for three conferences but is being written off here.

Cheltenham Chase Hotel cost estimates			
Per Person charges before VAT	pp p day	Hotel Rates and Delegate Ratios	
Single Occupancy	£110.00 incl VAT		
Double Occupancy	£77.50 incl VAT		
Day Delegate rate	£40.00 incl VAT		
Extra nights single	£70.00		
Extra nights double (pp)	£40.00		
Day rate Dinner Friday	£30.00	Charge at £30pp	
Day rate Dinner Saturday	£30.00	Charge at £35pp	
Ratios by person	Used	Wyboston	Exeter
Singles ratio (persons)	0.463	0.463	0.375
Doubles ratio (persons)	0.5	0.5	0.565
Day ratio (persons)	0.037	0.037	0.06
Variable Costs	Single pp	Double pp	Day pp
Friday - Saturday Delegate Rate	£110.00	£77.50	£40.00 inc VAT
Saturday - Sunday delegate rate	£110.00	£77.50	£40.00 inc VAT
Gala Dinner supplement (Sat)	£10.00	£10.00	excl VAT
Wine dinner Friday	£6.36	£6.36	Half bottle each @ £14.95 @2010 VAT
Wine dinner Saturday	£6.36	£6.36	Half bottle each @ £14.95 @2011
Wine inflation	£0.64	£0.64	5% uplift before VAT
VAT @ 20%	£4.67	£4.67	£0.00
TOTAL	£248.03	£183.03	£80.00
Fixed Costs (incl VAT)	Cost		
Private dining Sat night	£0.00		Need to check
Syndicate room hire Fri-Sun	£900.00		Need to check
Wallets	£179.00		99p ea/100 +£37.5 printing+£12.50 delivery +VAT @20%
Notebook insert	£0.00		1.88ea (90 off) + £35 printing +£12.50 delivery+VAT @17.5%
Badge inserts	£20.00		Thicker card needed/larger print
Badge holders/chains	£0.00		Have enough?
Pens	£165.00		£125 +12.50 delivery all at 20% VAT
Laser pointer	£0.00		In entry below
Poster boards	£0.00		Allow blu tak but might be 4x£25 +20%VAT
PC hire + Office	£114.00		50 laptop 40 Office 5 del + 20% VAT Smart Computers, Cheltenham
Agenda (folded)	£35.00		25 + a bit!
Coach Dial Tour Saturday	£330.00		Limit to 77 seater
Microphone, PA system etc	£484.00		55 lapel mic+102PA +45 lectern +40 pointer+VAT/day
Other printing/copying	£50.00		100 x50p
Table extras	£50.00		
Contingency	£100.00		
Subsidy	£-300.00		
TOTAL	£2,127.00		

Appendix VI Establishing the Delegate Rates

The blue box below illustrates that section of the Estimating spreadsheet that permits different combinations of delegate rate to be explored.

At the lower left are eleven columns that explore the various delegate rates and their percentage increases over the Wyboston charges for overall numbers of delegates from 60 to 100. These columns use the actual costs given in Appendix V as the variable (per delegate) rate plus the per person proportion of the Fixed costs that would apply and show the delegate rates that would need to be charged in the case of different numbers of registered delegates. The total income required under this scenario is then shown in column 11 (Titled: *Required total on Estimate*). It will be seen that for the reasons mentioned above the various rows of these columns show wide and disparate variations in % change on Wyboston.

Cheltenham - Suggested rates PP (per person)												
		Single Price	Double Price	Day Price								
Suggested Cheltenham:		£260.00	£225.00	£120.00								
% inc on Wyboston		5.77%	6.67%	12.50%								
Expected rates calculated from variable costs plus <u>equal</u> share of fixed costs												
Resident & Day Paying Delegates	Expected Persons in Singles	Expected Persons in Doubles	Expected Day Persons	Category Single Price	Inc on Wyboston	Category Double price	Inc on Wyboston	Category Day Price	Inc on Wyboston	Required Total on estimate	Total given suggested rates	Outcome on suggested rates
60	28	30	2	£283.48	15.71%	£218.48	4.04%	£115.45	9.95%	£14,722.83	£14,270.00	-£452.83
70	32	35	3	£278.42	13.64%	£213.42	1.63%	£110.39	5.13%	£16,710.11	£16,555.00	-£155.11
75	34	37	4	£276.39	12.81%	£211.39	0.66%	£108.36	3.20%	£17,652.24	£17,645.00	-£7.24
80	37	40	3	£274.62	12.09%	£209.62	-0.18%	£106.59	1.51%	£18,865.42	£18,980.00	£114.58
85	39	42	4	£273.06	11.45%	£208.06	-0.93%	£105.02	0.02%	£19,807.55	£20,070.00	£262.45
90	41	45	4	£271.66	10.88%	£206.66	-1.59%	£103.63	-1.30%	£20,852.71	£21,265.00	£412.29
95	43	47	5	£270.42	10.38%	£205.42	-2.18%	£102.39	-2.49%	£21,794.83	£22,355.00	£560.17
100	46	50	4	£269.30	9.92%	£204.30	-2.71%	£101.27	-3.55%	£23,008.02	£23,690.00	£681.98

The light green cells at the top and in column 12 now show how differing charges (Titled: *Suggested Cheltenham*) may be proposed for the three types of delegate and how they may be adjusted in order to equate to the same (or nearly the same) total income for any desired 'break even' position. In the example shown (which was in fact that chosen for Cheltenham 2012) we see in the yellow highlighted row that for a 75 delegate attendance, made up of 34 single delegates, 37 persons in doubles (the algorithm does not seek even numbers!) and 4 day delegates the income would be within £10 of that required to operate that size of conference.

75 delegates as a break even situation is certainly ambitious – this was only acceptable given the opportunity to make use of a 'subsidy'. It was selected simply because the Cheltenham meeting was the most expensive venue that we have planned.

It will be noted that in addition to the subsidy there are several other contingencies, plans for a very late decision on wallet gifts and even the availability of the Gala Dinner supplement if necessary to keep costs down.

Appendix VII

Draft Booking Form layout.

This is the format chosen for the Cheltenham meeting and was the first to permit a choice of payment systems. The Cheltenham forms were also the first to require an opt-in for the coach tour though it did not request numbers for the tour. The example below is of the Final (second) Form. Clearly the first does not include the phrase 'Final Reminder'.



BSS Cheltenham Conference April 13-15 2012

Delegate Booking Form

In 2012 we shall be holding our Annual Conference at the **Cheltenham Chase Hotel** just south of Cheltenham, in the Cotswolds. A Dial Coach tour is again planned for the Saturday afternoon. Coach access to dials in the Cotswolds is necessarily limited and we shall be restricted to one large (77 seat) coach this year. Places on the tour will therefore be allocated in order of booking to those who have expressed their interest in the box below.

We are required to confirm final numbers with the Hotel by the end of February 2012 so it is important for Members to book early. **Bookings and payments must be received on or before February 27 2012.** Cheques (only) may be post dated to 27 February 2012 if this helps cash flow.

<i>Package for the Whole Conference (Inclusive of registration fee, information pack, lectures, coach tour, free parking, en-suite accommodation for two nights and all meals and wine with dinner):</i>		
Single Occupancy Room en-suite (one person):	£260.00	£.....
Double Occupancy Room en-suite (two persons):	£450.00	£.....
<i>Extra Nights B&B before or after the Conference (subject to availability):</i>		
Single Occupancy Room en-suite for the night of 12 April B&B only:	£75.00	£.....
Double Occupancy Room en-suite for the night of 12 April B&B only (2 persons):	£100.00	£.....
Single Occupancy Room en-suite for the night of 15 April: B&B only:	£75.00	£.....
Double Occupancy Room en-suite for the night of 15 April B&B only (2 persons):	£100.00	£.....

<i>If you do not require accommodation and wish to attend instead as a Day Delegate:</i>		
The Day Delegate rate inclusive of registration fee, information pack, lectures, coach tour, free parking, refreshments and lunches for the whole conference (but without bed, breakfast and evening meals) is, per person:		
	£120.00	£.....
If as a Day Delegate you then want to join the Friday evening meal add:	£30.00	£.....
If as a Day Delegate you then want to join the Saturday Conference Dinner, add:	£35.00	£.....

Total payment enclosed:	£.....
--------------------------------	--------

Seats permitting, do you wish to join the Saturday Afternoon Dial Tour?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Please indicate any dietary requirements..... Indicate if disabled.....

Name(s): These will be printed on name badge(s) etc. (BLOCK CAPITALS PLEASE)

Tel:..... Email for all communication:.....

Please list your requirements and return this form with payment (made out to: *The British Sundial Society*) to Mr P. Powers, 16 Moreton Avenue, HARPENDEN, Hertfordshire, UK, AL5 2ET.

PAYMENT. The preferred method of payment is by cheque drawn on a UK bank, made out to *The British Sundial Society* and sent with this booking form to arrive on or before 27 February 2012. Overseas delegates may pay by credit card. Please contact the Treasurer, Graham Stapleton, 50 Woodberry Avenue, North Harrow, London, HA2 6AX, Email: manaesus2000@yahoo.co.uk for details.

Copies of this form are also available on the BSS web site: <http://www.sundialsoc.org.uk>

online

See over... 



BSS Cheltenham Conference April 13-15, 2012

Call for Papers and Reserving a Table for Exhibits

Papers

The Council is now seeking submissions of papers for oral presentation at the BSS Cheltenham Conference. A limited number of papers with delivery times in the range 15-45 minutes can now be accepted for presentation.

Presentations will be held in the Hotel's untiered Lecture room which is equipped with a 6ft screen and a PC-based LCD projector operating under the latest Powerpoint software. This year there will not be an OHP available. All presentations should therefore be designed to use Powerpoint. If you might have difficulty preparing a Powerpoint presentation for your talk then it may be possible for us to help. Please make this clear as soon as possible to the Conference Organiser.

As usual, submission of all PC or Mac generated Powerpoint presentations will be required ahead of the meeting in order to confirm compatibility with the Hotel's display system and to permit advance loading onto the Hotel computer. Unfortunately, external connection of a presenter's personal computer will not be possible during the conference.

All successful applicants for presentations will be sent further details about the facilities and arrangements for presentation.

Requests to give presentations may now be sent to the Conference Organiser either by e-mail to conferences@sundialsoc.org.uk or by post to Patrick Powers, 16 Moreton Avenue, Harpenden, Hertfordshire, UK, AL5 2ET.

All requests should be accompanied by an indication of the required presentation time, the intended title and a short abstract, both of which may be later updated. The final title and abstract will be used in the programme given to attending delegates. All requests to give presentations will be acknowledged.

Displays

An area will be available at the back of the lecture room where exhibits, books and other dial-related material may be displayed. All delegates are encouraged to bring something to show to others. There is no charge for display space.

This year a limited number of single sheet paper displays may be attached to the walls using (only) the white form of Blu Tack. Other forms of fixing to the walls or use of the blue form of Blu Tack are not permitted by the hotel. Those wishing to display any sundial related material at the conference should be able to commence setting up in the early afternoon of the Friday. There will only be a limited amount of table space for those who arrive without having made any reservation so, if you haven't booked space, early arrival is suggested in order to be able to claim any of what space might still be available.

It would be helpful for the organisation if those wishing to display items at the conference can register their interest now and indicate early on, what table area and what vertical space (if any) they would like to reserve.

Requests for reservations of exhibition space should be sent now to the Conference Organiser either by email to: conferences@sundialsoc.org.uk or by post to Patrick Powers, 16 Moreton Avenue, Harpenden, Hertfordshire, UK, AL5 2ET.

Copies of this form are also available on the BSS web site: <http://www.sundialsoc.org.uk>

online

See over...



September 2011 – Two Newsletter Entries please:

BSS Cheltenham Conference 2012, April 13-15 2012
Enjoy a Spring break in the Cotswolds!

The 2012 BSS Annual Conference will be held at *The Cheltenham Chase Hotel* between Gloucester and Cheltenham in the beautiful Cotswolds area of the UK. The Society's AGM will also be held during the meeting. Next year's hotel venue offers a high level of comfort and convenience. As with the 2011 conference, next year's will again be completely self-contained with lectures, meals and accommodation all under the one roof and with all delegates able to use the hotel's leisure and spa facilities. The conference and the displays will be held in a separate private area of the hotel where we shall also have our own private bar.

The Cheltenham Chase is excellently placed for access whether you are coming by road, rail or air. It is only two miles from the M5, roughly equidistant from Gloucester and Cheltenham Spa Railway Stations (4-5 miles away) and about an hour's drive from either Bristol and Birmingham International Airports. More information about the conference is available now at the special **2012 Conference web page** which may be accessed from within the Society's web site: sundialsoc.org.uk or directly by going to: <http://bit.ly/bss2012>

A Booking Form for the Conference is included with the September edition of the Bulletin. Post-dated payment by cheque is again being accepted to help delegates to book early yet allowing them to pay later. The access arrangements for some dials in the Cotswolds will once again limit us to using one larger coach for the dial tour and seats on the coach will be allocated as booking forms are received. Early booking is therefore advised! If you do not wish to join the dial tour it would be very helpful if you could tick the 'No' box when completing the booking form.

I and all the Council very much look forward to meeting you again in 2012.

Patrick Powers

BSS Cheltenham Conference 2012 - Call for Papers

The Council would now like to invite authors to submit proposals for oral presentations at the forthcoming conference. Papers with delivery times in the range 15-45 mins can be accepted. The Council also invites **all** delegates to bring items for display at the meeting. **There is no charge for a display table.** More details are on the back of the Booking Form enclosed with the September Bulletin.

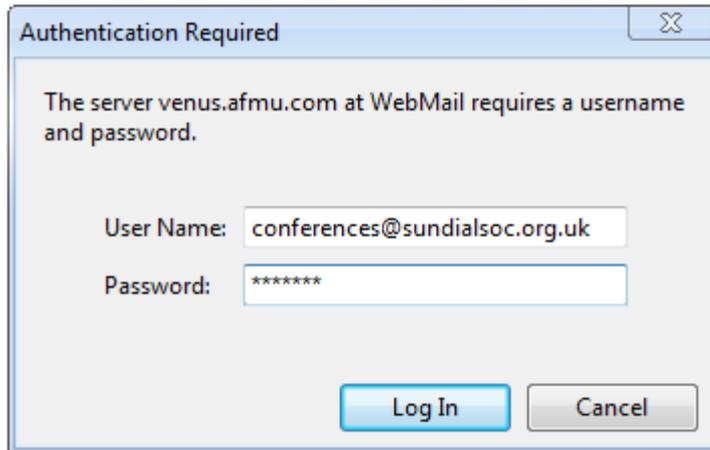
Patrick Powers

Appendix VIII

Accessing 'Conferences' Webmail

It is convenient to make use of a society webmail address. This will be set up by the webmaster and he will allocate a password by which to use the service. The conference organiser may later change the password themselves. The email address for the conference organiser is conferences@sundialsoc.org.uk. Those wishing to make contact with the organiser should be encouraged to use the conferences address.

To access the web mail for both receiving and sending mail, point your browser to <http://www.sundialsoc.org.uk/webmail>. A window opens asking for your username and password:



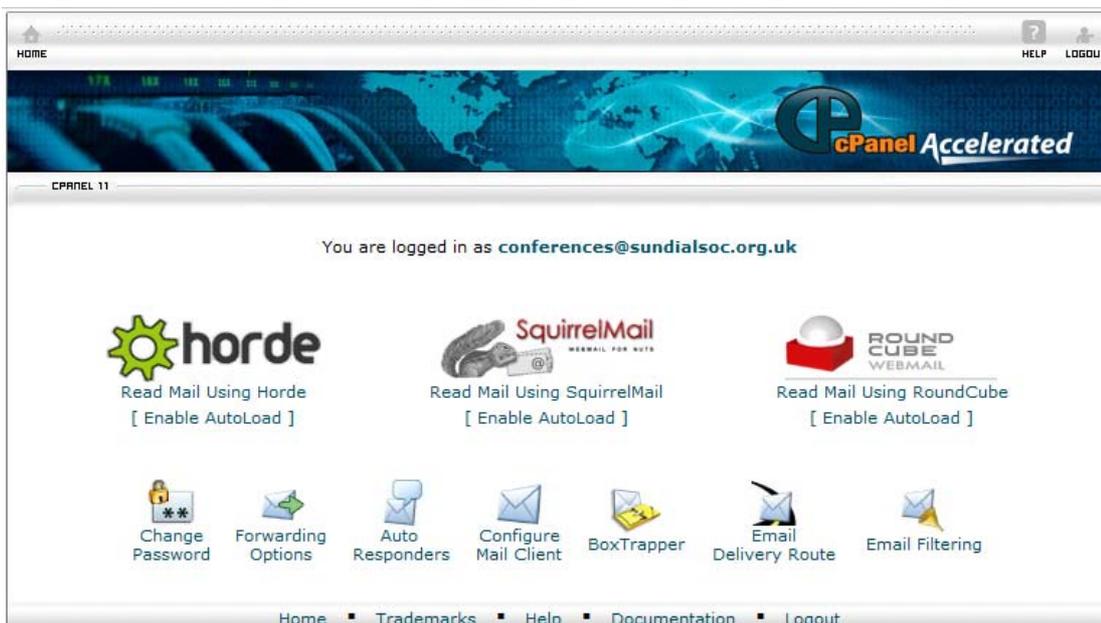
The server venus.afmu.com at WebMail requires a username and password.

User Name:

Password:

You enter your e-mail address as the User Name followed by the password and click Log-in

Your mailbox opens with the following screen:



HOME HELP LOGOUT

CPANEL 11

You are logged in as **conferences@sundialsoc.org.uk**

horde
Read Mail Using Horde
[Enable AutoLoad]

SquirrelMail
Read Mail Using SquirrelMail
[Enable AutoLoad]

ROUND CUBE WEBMAIL
Read Mail Using RoundCube
[Enable AutoLoad]

Change Password Forwarding Options Auto Responders Configure Mail Client BoxTrapper Email Delivery Route Email Filtering

Home Trademarks Help Documentation Logout

Here you may choose any of three programs to open and view your mail (Horde, Squirrel or Roundcube) according to your choice. You may then write, send or open and reply to, any mail that you choose. The above window also permits you to change your password, set up forwarding of incoming mail to your personal e-mail address so that you can be alerted to it without always having to remember to check the generic mailbox, set an autoresponder for when you are away and there is even a configuration tool in case you'd prefer to access your generic mail with Outlook or MacMail etc.etc etc.

That's all there is to it!

The Cheque summary and paying in page:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			Customer	British Sundial Society										
2	Cooperative Bank		Account Number	447 7642										
3			Reference		Date									
4	Name of Payer	Cheque No	Account Number		Sort Code	B/F:						First Payment		
5														
6	Mills A	102269	40586986		27/02/12	40 28 08								
7	Maddocks I	300303	34648798		24/08/11	07 01 16						£260.00		
8	Chesworth F	101423	12104342		27/02/12	40 47 83						£260.00		
9	Daniel CStJH	300348	28301582		25/08/11	07 01 16						£450.00		
10	Honey L	102950	50488895		27/02/12	20 31 52						£450.00		
11	Fletcher R	202100	71360280		26/08/11	40 17 14						£120.00		
12	Isaacs M	1110	44839202		26/08/11	30 95 89						£450.00		
13	Wilson J	102695	60800740		26/08/11	20 98 61						£260.00		
14	Lester JP	4856	6805480		30/08/11	60 22 22						£450.00		
15	Holland JM													
16	Cowham M	102877	291862		01/09/11	20 73 26						£450.00		
17	Davis J	100249	280931		27/02/12	80 02 14						£260.00		
18	Powers P	100472	50723193		27/02/12	20 60 55						£550.00		
19	Stapleton G													
20	Stancey G	51	1978306802		01/09/11	77 15 19						£260.00		
21	Harmer M	101616	30462268		18/09/11	20 20 62						£550.00		
22	Nicholson P	100391	80811122		27/02/12	20 29 90						£450.00		
23	Maltin M	1736	59292602		26/09/11	30 98 29						£450.00	Second Payment	
24	Parsons G	991	86117802		29/09/11	30 12 74						£260.00	Total	£260.00
25	King F	102168	2072830602		21/01/12	20 60 55						£260.00	£3,700.00	£260.00
26	Wikander JA											£335.00		
27	Lynes J	734485	2455941		14/11/11	08 92 86						£260.00		£260.00
28	Butson I	100243	1643691		27/02/12	11 02 01						£450.00		
29	Faraday DM	100602	90241369		27/11/11	20 60 58						£450.00		£450.00
30	Barrett KM	200028	91590111		28/11/11	40 47 86						£260.00		£260.00
31	Wood AO	3973	313564		29/11/11	52 10 19						£185.00		£185.00

The summary page:

	A	E	F	G	H	I	J	K	L	M	N
1	BSS Cheltenham Conference - Booking Record.										
2	Check your booking against the Booking reference you were given in our confirmation. Any problem contact the conference organiser.										
3	Booking	Extra Days	Extra Days	Residential Rooms Single	Residential Rooms Double	Non Residential	Non Residential	Non Residential	Extra Days	Extra Days	Dial Tour
4	Reference	Single 12th	Double 12th	13th-15th	13th-15th	Day rate	Fri Dinner	Sat Dinner	Single 15th	Double 15th	Requests
5	C1			2							2
6	C2			1							1
7	C3			1							1
8	C4				1						2
9	C5				1						1
10	C6					1					2
11	C7				1						1
12	C8			1							1
13	C10				1						2
14	C11				1						2
15	C12				1						2
16	C13			1							No
17	C14		1		1						2
18	C15			1							1
19	C16			1							No
20	C17		1		1						2
21	C18				1						2
22	C19				1						No
23	C20			1							1
24	C21			1							1
25	C22								1		1
26	C23			1							1
27	C24				1						2
28	C25				1						2
29	C26			1							1
30	C27					1		1			No

Typical Booking Confirmation

Hello Tony,

This is to confirm receipt of your recent booking and cheque for the 2012 BSS Cheltenham Conference plus an extra night's B&B on the 12th April.

My reference for this booking is: C46

As you will probably know, if at any time you are interested to know more about the detailed conference arrangements and things to do in the Cotswolds, then we have set up a separate web page to include such information. There is a link to this page from the home page of the Society's web site or alternatively it can be found at any time by pointing your browser to this URL:

<http://bit.ly/bss2012>

This page also includes information about how to get to the hotel. On this page you can also check your booking against the above reference. Where people raise questions that might also be of interest to others I shall try and include them - and the answers! - on the above web page so you should plan to come back to it from time to time.

If you have any other questions, requests or comments at any time do please come back to me at conferences@sundialsoc.org.uk.

Many thanks for booking for Cheltenham 2012. I look forward to meeting you again there.

Regards

Patrick Powers
Cheltenham Conference Organiser

Appendix X

E-Mail to Council Members in January to advise of deadlines and other matters

Hi all,

BSS Conference 2012 – Some logistics

Wallet Material

Can I alert any of you who may have material for insertion into the Delegates' Wallets at the forthcoming Cheltenham Conference that the deadline for receipt by me of all such material must be **end of play on Friday March 30 2012?**

Since we can never predict the likely numbers of delegates who will register, I would recommend that, as in previous years, you arrange for **100 copies** of any such material to be printed and posted/couriered so as to arrive with me by that date.

All material should be delivered to 16, Moreton Avenue, Harpenden, Herts, AL5 2ET.

If you might prefer that I arrange for the printing of any such material, then you should arrange to let me have your final copy in the form of a high resolution PDF (or as a MS Publisher 'Pack and Go' file) on CDROM/DVD together with accompanying details of required colour/B&W, paper size, paper quality, paper thickness, numbers of copies and details of whether proofs are needed before printing etc, **by Friday 2 March 2012**. Note that although I currently believe that this date will allow adequate time for printing and delivery to me etc, I am not in a position to guarantee it. Early delivery of copy to me is therefore advised. All material I get printed will almost certainly use the Camberley Print Room.

Presentations

I shall shortly be writing to all presenters to set out the arrangements for giving presentations at the conference and the need for prior validation of everything that will be presented. The date of **Friday March 30 2012** will also apply for the submission to me of **all presentations** that will make use of the Hotel's Powerpoint 2010 projector during the conference. Several persons have now taken up my earlier offer to assist in developing their Powerpoint presentations and in the event that you are asked about this, I cannot now accept any more. If you are familiar with MS Powerpoint and could help prepare material for any late comers who might ask, do please let me know.

Whilst on the matter of presentations we are approaching the time when late requests are often made to give a paper at the conference. I haven't yet attempted a draft programme but we already have several offers to present papers and at the presently requested lengths of delivery, it is possible that we may already be slightly oversubscribed. In making the final cut and again as in previous years, it is important that I maximise the numbers of interesting papers since this year the crude but frequently used (though it has to be said, rather unfair) measure of cost per minute of oral presentations for a delegate couple, will for the first time exceed £1 a minute.

If you happen to be approached by anyone wishing to give a paper at Cheltenham, can I ask that you be careful not to imply acceptance of any paper or agree any length of presentation but instead refer the person to me and emphasise that, as always, the Conference Organiser is responsible for all decisions regarding presentations at the meeting. You might also add that all offers of presentations, even those that have already been accepted, are necessarily still subject to time adjustments as the programme comes to be firmed up. This is going to be particularly important this year since two of our key speakers (one being our AS Lecturer) may each only to be able to attend for part of the meeting and yet they have expressed interest in some of the announced titles. I have said that when they confirm their plans I shall try to optimise the programme accordingly.

Charity and Society Notices at the Conference

There will be the usual society/charity related material for display at the conference. I do not of course require early submission of any of this but I would appreciate knowing how much vertical or horizontal reading space I need to provide. Perhaps you could each now give me estimates of necessary notice space in connexion with your particular charity responsibility? I shall assume none if I do not hear from you.

This year we are not required to include in the wallets individual copies of the *2011 Report and Accounts* but one copy must be displayed. I would suggest a version in a larger than usual font size, perhaps even on A3. I would also suggest that as a gesture, we do photocopy a few sets of the 'audited' report and accounts for those members who do wish to take a copy away. Our vertical display panel for such material only has a limited display area so this year, I am allocating a Society table in the display area that might assist in this. It may also help in showing the sundial trail competition results, soliciting delegate input - perhaps in connexion with my conference questionnaire, or even to publicise the membership survey and/or to solicit responses to any other questions. Do let me know if you might be able to use some of this space.

Bookings Status

As of today we have a total of 65 delegates booked in, taking a total of 40 bedrooms. This is much more than at the same time last year. Indeed we are already financially close to a breakeven situation even if in the end we were to spend all provided contingencies – which we won't. However, I shall not know until close to the meeting which of the available contingencies will be needed and which can be released to profit.

Appendix XI

A Typical Programme Layout

The image below sets out what might be regarded as a typical conference layout. The periods mentioned for questions do not need to be specifically timetabled but the times of the papers in the programme should accommodate them.

The days can be set to start earlier or later to accommodate more or fewer papers. Note that the example below does not specify mid morning breaks for coffee. These should be designed to take up a 30 or 45 min 'slot' as appropriate.

The one hour slot at 11:30 on the Sunday is that for the AS Lecture.

British Sundial Society - Cheltenham Conference Programme - Draft (Lengths of papers in red)		
Friday	Saturday	Sunday
14:00	07:00	07:00
Rooms ready	Breakfast	2:00 Breakfast
16:00	09:00	09:00
1:30 Refreshments	0:40	0:30
17:30	09:40	09:30
0:30 Bar open	0:30	0:40
18:00	10:10	10:10
0:30 Display set up starts	0:05 Questions	0:05 Questions
18:30	10:15	10:15
1:30 Dinner	0:30	0:30
20:00	10:45	10:45
0:30	0:45	0:45
20:30	11:30	11:30
0:30	0:45	1:00
21:00	12:15	12:30
0:15	0:40	0:05 Questions
21:15	12:55	12:35
0:05 Questions	0:05 Questions	0:25 AGM & Discussion
21:20	13:00	13:00
Displays and Bar	1:15 Lunch	1:00 Lunch
	14:15	14:00
	3:45 Tour	0:30 Discussion (cont)
		Coach departs on dial tour
	18:00	14:30
	1:00 Bar	Conference ends
	19:00	
	1:15 Conference Dinner	
	20:15	
	Displays and Bar	

Appendix XII Programme Layout

<p style="text-align: center;">Programme</p> <p style="text-align: center;">April 29—May 1 2011 Wyboston Lakes Annual Conference The British Sundial Society</p> 	<p style="text-align: center;">Notes</p>	<p style="text-align: center;">Notes</p>	 <p style="text-align: center;">The British Sundial Society Annual Conference Wyboston Lakes April 29—May 1 2011</p> <p style="text-align: center;">Programme</p> <p>Friday 29th April</p> <p>2:00pm Check in commences 4:30 pm Refreshments 6:00 pm Displays set up 6:30pm Dinner</p> <p>Session Chairman: Chris Daniels</p> <p>8:00 pm The Rainbow as a Timekeeper Allan Mills</p> <p>There can be few people who have not admired the beauty of a rainbow curving across a cloudy sky, and wondered how it is produced. It has long been recognized that sunshine and rain together are required, but not until the 19th century was a comprehensive theory evolved. In particular, it was shown that there is a strict relationship between the apparent angular positions of rainbow and Sun for every observer. Theory also shows why a nearby spray (e.g. from a garden hose) produces a rainbow along the same angular cone as that generated by a comparatively distant shower of rain. Measurement of the apparent position of the rainbow in the sky therefore enables the celestial co-ordinates of the Sun to be calculated, from which the local solar time for the observer may be deduced. However, if the 'rainbow catcher' is held in the manner of a telescope on an equatorial mounting, then the latter acts as a mechanical analogue computer to indicate the time directly, just as with a conventional shadow-casting sundial.</p>
<p>8:30 pm The Last Scratching of an Old Bird Tony Moss</p> <p>What a retired dial maker does for his five grandchildren with 120kg of surplus engraving brass</p> <p>9:00 pm A Norwegian horizontal sundial dated 1407 Johan Wilkander</p> <p>The sundial is owned by University of Trondheim. It is carved on soapstone and probably comes from a former monastery on the West coast of Norway. The sundial is listed in the museum catalogue as made in 1407; a date decided according to its carving.</p> <p>However, the system of counting the hours and the writing of the Arabic numerals are not in accord with the early 15th century. Most probably the sundial was made around 1900. However, we can not say that the sundial is a forgery; perhaps the sundial was linked to an anniversary of some kind?</p> <p>21:15 Questions 21:20 Displays and Bar</p> <p>Saturday 30th April 7:00am-8:30am Breakfast 8:30am-8:55am Displays and Bookstall</p> <p>Session Chairmen: Geoff Parsons 9:00 am La Hire and Picard—Examining the dialling innovations of these two astronomers. Fred Sawyer</p> <p>This talk will focus on Philippe de La Hire and Jean Picard, two seventeenth century French astronomers/mathematicians. After a synopsis of their backgrounds, I will consider the contributions to dialling that get each of them a mention in most general histories of the subject - specifically, La Hire's construction of a dial from two shadows and Picard's introduction of precision into the layout of large sundials.</p> <p>9:40 am Wherever the gnomon points Roger Bowling</p> <p>Membership of the British Sundial Society has brought to many of us knowledge of much else besides sundials. Alfred Lord Tennyson and the</p>	<p>Our Andrew Somerville Speaker</p> <p>Dr Rebekah Higitt completed her PhD in the History of Science at Imperial College London and undertook postdoctoral research at the University of Edinburgh. Since 2008 she has been Curator of History of Science and Technology at the National Maritime Museum and the Royal Observatory, Greenwich. Her research and publications have mainly focused on scientific institutions, scientific biography, history of science and the relationship between science and the public in 19th-century Britain.</p> <p>10:10 Questions 10:15 am Coffee and Displays</p> <p>Session Chairman: Fred Sawyer 10:45 In Search of the Earliest British Scientific Dials John Davis</p> <p>This presentation will describe an ongoing study to find the origins of British dials which show equal hour using a polar-pointing gnomon. Starting in the Elizabethan period, I will work backwards in time showing both actual dials and then, in the pre-1600 period, the manuscript evidence. Comparisons with Continental and Islamic dials will also be made.</p> <p>11:30 am Solar Bracelets and Solar Buckets John Lynes</p> <p>Buildings in dry tropical climates require total exclusion of direct sunlight. Even in Britain art galleries may need fixed solar protection. The design of a brise-soleil is closely related to the design of a sundial. Solstice declination lines define the bounding lines of the ideal shadow-caster, which is known as a "solar bracelet". However the profile of the bracelet is not easy to accommodate architecturally. Ways of dodging this drawback will be discussed.</p> <p>12:15 pm Before the BSS - A Sundial Chronicle Chris Daniels</p> <p>The author uses the Foundation of the Society in 1989 as a base-line for reflecting on his career as a sundial designer. In particular, against the background of the National Maritime Museum administration, he gives an account of his progress in his first proper sundial design - the Dolphin dial at Greenwich - and goes on to describe some of his more notable designs in the ensuing years.</p> <p>12:55pm Questions 2:00pm Lunch</p>	<p>Thank you for coming, I hope you have an interesting and enjoyable time. Please do let us have your completed questionnaire back when convenient together with any other comments you may have.</p> <p><u>Oh, and do please leave your hidden bottles and any neck chains with us before you leave so that we can use them again at the next conference.</u></p> <p>Have a safe journey home.</p> <p>Patrick Powers 2011 Conference Organizer</p> <p>14:30 pm Coach departs for the afternoon dial tour</p> <p>17:30 pm-19:00 pm Displays and Bookstall 18:00 pm Bar 19:30 pm Conference Dinner & Awards 21:00—23:00pm Bar</p> <p>Sunday 1st May 7:00am-8:30am Breakfast 8:30am-8:55am Displays and Bookstall</p> <p>Session Chairmen Mike Shaw 9:00 am Story of a Sundial Alastair Hunter</p> <p>It takes time to design a new sundial. The story of this one started with musings about the sun, and has finally become, ten years later, a personalised series of sundials for the garden. The Society's input has been immense, especially with encyclopaedic design information all to hand in the BSS Sundial Glossary. For a designer who lacked even basic sundial knowledge, there was a long way to go—an array of prototype ideas and sunline tests, a system adaptable for different locations, a collaboration of skilled and expert people, a piece of practical engineering combined with visual art.</p> <p>9:30am Christianity, Mass Dials & Reformation Chris Williams</p> <p>Earlier mass/scratch dial findings - their universality, multiple dials per church, and their evolution by type - are examined within their contemporary religious context. With interesting two way results: Not only from religious history to mass dial understanding, but vice versa. Statistical findings are applicable in terms of religious practice and change; but the pattern of surviving scratch dials can also inform Reformation history.</p> <p>10:10 Questions 10:15 am Coffee and Displays</p> <p>Session Chairmen: Chris Daniels 10:45 am Some Unequal Hours are more Unequal than Others, The Margaret Stanier Memorial Sundial</p>	<p>Frank King</p> <p>The traditional design of unequal-hour sundial has hour-lines at 15-degree intervals and is inherently flawed. This talk describes a real sundial which, while closely based on the traditional design, has improved accuracy and precision. It is argued that there is no simple measure of goodness. To some extent the improvement lies as much in the realm of taste as it does in the realm of geometry.</p> <p>11:30 am The Andrew Somerville Lecture</p> <p>Ne quid perierit: Researching and collecting sundials in the age of precision time-keeping. Rebekah Higitt</p> <p>This talk will focus on the origins of sundial collecting, considering the role and motivations of some early collectors of dials and other scientific instruments. These include George Gault and Lewis Evans, whose collections are now largely at the National Maritime Museum and the Oxford Museum of the History of Science respectively. As well as reflecting on the history of scientific instrument collections, the talk will also consider the interest taken by historians of art and design, and the development of a sometimes research and copyright interest in collecting and publishing books on sundial matters, motifs and construction. It is significant that these arose in the period in which sundials became, essentially, obsolete and this interest can be read as a reaction to the spread of precision time-keeping and standardised time - by elements of modernity - in the 19th and early 20th century.</p> <p>12:30 pm Questions</p> <p>12:35 pm Annual General Meeting and Discussion</p> <p>1:00 pm Lunch 2:00 pm Extra discussion time available if needed 3:00 pm The Conference ends</p> <p>Do look around the displays in the room behind the Lecture theatre. There are some interesting things to see.</p>

Appendix XIII Presenters' Notes

BSS Wyboston Lakes Conference 2011 – Notes for Authors and Presenters

I - Introduction

This document gives some important information for presenters at the forthcoming conference at the Robinson Executive Centre in Wyboston Lakes. The lecture theatre there has its own projection room with a computer back projector which is operated from an integrated console and lectern. Also available is an overhead projector.

A picture of the theatre and its console can be seen on our special Wyboston Lakes Conference web page which can be accessed by a link in the Conferences section of the society web site or by going directly to:

<http://bit.ly/wyboston>. This web page also includes a lot of other information about the conference arrangements.

II – Timekeeping

The programme at Wyboston Lakes is a full one and timekeeping is again going to be important. Last year we trialled a lecture timer facility. It made it easier for presenters to judge and adjust their time keeping throughout the presentation without the need for an interfering prompt from the session chairman given only close to the end. We intend to offer it again this year but only on a request basis. There is more information about it on the special conference web page mentioned above or visit the link below. **Please let me know if you would like to use the timer for your talk.**

III - Use of MS Powerpoint

Unless you have specifically requested to use the overhead projector for your talk all presentations should be presented using MS Powerpoint. If that would present difficulties for you then we can probably help prepare the slides for you. Contact me as soon as possible if you want us to assist in this way. The projection system operates under MS Powerpoint for PC (Version 2007). This uses the new (.pptx) file format. Presentations should be prepared under this format or one that Powerpoint 2007 can read correctly and so be used to covert to Powerpoint 2007.

Presentations developed using some other or earlier forms of Powerpoint can be accommodated, Powerpoint XP (2002) or the Mac version of Powerpoint being just two. Some OpenOffice Impress files and PDF presentations can be accepted. However all files will be converted to Version 2007 Powerpoint format before being loaded onto the Centre's PC based system. If your presentation is going to use any of the more sophisticated facilities of Powerpoint then you are strongly urged to use the latest version of Powerpoint from the start.

NB: Authors should be aware that some of the fonts on the PC/Mac they might have used for development purposes may not be present on the Centre's PC and so all authors should ensure that they embed within the Powerpoint file the fonts that have been used by the presentation. Information on how to do this is provided in the Powerpoint Help files.

IV – Pre-submission of Presentations

In the past we have experienced problems when presenters brought their own laptops hoping to connect them at the time of their talk and this year the integrated nature of the projection facilities makes it doubly difficult to accommodate this approach. Presenters will therefore not be able to make their presentations by connecting their own laptops to the Centre's system.

Additionally all Powerpoint presentations will be pre-tested for compatibility with the Centre's facilities before the files are stored on the projection computer. This approach necessitates setting an earlier submission date for all presentations other than those that will use overhead projection.

Accordingly, unless any special arrangements have been agreed with me, authors should plan the development of their presentations so that a final copy on CD/DVD can be posted to arrive with me no later than Friday 15th April 2011.

The address for sending material to me is:

Patrick Powers, 16, Moreton Avenue, HARPENDEN, Hertfordshire, UK, AL5 2ET

V – Questions, links to other information?

- In the event of any queries, uncertainties etc, I may be contacted by e-mail at conferences@sundialsoc.org.uk or at patrick_powers@dunelm.org.uk.
- Useful information about using Powerpoint can be found at <http://bit.ly/pptxhelp>
- The timer that we shall have available if you want to use it may be trialled at http://www.teachit.co.uk/custom_content/timer/clock3.html
You may choose to have the beep or simply to have silence at the end of the allocated time.

I look forward to meeting up in Wyboston Lakes. Patrick Powers - Conference Organiser

Appendix XIV
Examples of Wallet Contents

Questionnaire format used at Cheltenham



British Sundial Society
Cheltenham Conference Questionnaire

The Council would like to receive your comments about this meeting. You may find it convenient to complete this form or send us your own letter. Either way please **do** let the Conference Organiser have your views. Many thanks.

Did you enjoy the BSS Cheltenham Conference?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comment
What about it did you find most interesting/enjoyable?	Comment	
This year the Council held a Discussion Forum. Did you attend it, did you find it useful, should we repeat it?	Attended? Yes <input type="checkbox"/> No <input type="checkbox"/> Useful? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer more talks <input type="checkbox"/>	Repeat? Yes <input type="checkbox"/> No <input type="checkbox"/> Comment
This year we again chose an <i>All-in-One</i> venue. Did you like this?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comment
Again this year we instituted a special web page about the conference. Did you visit this page? Did you find it useful?	Visited? Yes <input type="checkbox"/> No <input type="checkbox"/> Useful? Yes <input type="checkbox"/> No <input type="checkbox"/>	Comment
Did you like the accommodation in <i>The Cheltenham Chase Hotel</i> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comment
Was there anything about the Hotel's operations that you felt did not come up to scratch and should be improved next year?	Comment	
Was there anything about BSS's organisation of this meeting that could be improved next year?	Comment	
How would you rate this conference in terms of value for money?	Excellent <input type="checkbox"/> V Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	Comment
Now that many University terms make it harder to hold conferences just after Easter, should we consider a hotel based conference again?	Yes, always <input type="checkbox"/> Yes, mostly <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>	Comment
Should we also consider cheaper accommodation (perhaps a University) even if we have to move the conference dates to do so?	Yes, always <input type="checkbox"/> Yes, mostly <input type="checkbox"/> Sometimes <input type="checkbox"/> No <input type="checkbox"/>	Comment
What single thing would you change for next time?	Comment	
Any other comments? (Continue on reverse if necessary)	Comment	

Please send all completed Questionnaires to Patrick Powers, 16 Moreton Avenue, Harpenden, Herts, AL5 2ET



The British Sundial Society
Wyboston Lakes Conference 29 April-1 May 2011

Welcome!

It's my pleasure to welcome you to this, the 22nd Annual Conference of the British Sundial Society. The Robinson Executive Centre provides all its conference facilities under one roof and it promises to be a very comfortable venue.

The Centre is only one of several on the campus. Just a little further down the road on the right is the health club where there is a gym and a pool. You as a conference delegate will receive a registration slip for your bedroom which also confirms your free access. You will need to take this with you when you go to prove you are a resident. Towels can be borrowed from the conference centre reception desk. All the bedrooms have information packs in them which detail what facilities the Centre provides on site, check out times, meal periods, etc. There is an hotel further down the road which you are welcome to visit for a drink or a snack.

Free biscuits and hot drinks are provided throughout the day in the reception and bar area. Just help yourself. The bar is open each day from 5.00pm.

If you have brought displays to show to other delegates then these may be set out in the display area to the rear of the lecture room. This area will certainly be free for you to set up from 6pm and maybe from earlier if there have been no other bookings of that room during the Friday. If you have prebooked a table then yours will have been reserved for you and it will be identified by your name. If you haven't prebooked a table then just take space at one of the other available vacant tables. First come first served!

The conference pack contains your name badge with inbuilt clip or pin options. If you prefer to hang it from a chain then some are available near the registration desk. Please remember to leave both your badge holder and any chain behind before you leave the conference.

This year we are indebted to Tony Wood for the provision in your wallet of the free sundial scrap book. We hope that you or one of your family might be able to make good use of it.

Notices in the display area give further information about the conference, the AGM, the Saturday afternoon dial tour and a little about other things to do in the area too.

I would be grateful if, at the end of the meeting, you could fill in the enclosed questionnaire about the conference and give it, or send it, back to me.

Finally all that remains is for me to wish you a pleasant stay at Wyboston Lakes and an enjoyable conference.

Patrick Powers

Appendix XV

British Sundial Society Computer Data Backup and Disaster Recovery Policy

Applicability

Members and Specialists are individually responsible for the security of all Society data under their control. This Policy is recommended for use by all members of the BSS Council and all others such as our Specialists who use computers in any way for Society business.

Introduction

Increasingly the activities of the Society are being developed and recorded by using computers. The volatility of the main memory, the fragility of hard disc storage of any computer and the limited life even of data offloaded to CD or DVD means that all who use computers for and on behalf of the Society must take steps to minimise the risks of data loss and additionally to provide for the easy and reliable transfer of their data files to other systems.

The Risks

This policy is designed to provide guidance on ways by which the following risks may be contained and operation continued.

- Inadvertent deletion or overwriting of data by the User
- Physical failure of the hard drive within the computer being used
- Failure of the computer itself – perhaps by an electrical surge or by a house fire
- Theft or vandalism of the computer and of local data storage and files kept nearby
- The need for others to take over, use and thereafter control, your files

Actions to be taken by all Council members

1. Where at all possible, adhere to the Society's policy for using PCs rather than Macs and for the use of Microsoft and Adobe Software as far as possible. This ensures that all computer data may be more readily read by all across the Society and where necessary be operated by others on other PCs.
2. Set up a series of designated folders into which all Society information will be kept. This ensures that all Society data is kept together in an easily accessible form.
3. Provide an environment where backup of data may be made to a hard drive that is wholly independent from the hard drive used by the operating system. This may be easily achieved by the one off purchase of an external USB-connected hard drive of adequate capacity. The Maxtor One Touch 4 is one such and is available (in 2009) at around £60.

There are also some web based backup facilities like that available at <http://www.backuptotheweb.net> which may be used at a cost (in 2009) of around £60/year for 5GB storage. Web based backup facilities utilise the professional services of large companies and so normally represent a high level of security. However they usually will require the availability of a broadband connexion on the PC and of course they represent an ongoing cost to the Society which will need the prior approval of the Treasurer.

In some very important situations like the Society's accounting files it may be prudent to employ both an external USB hard drive and web based back up facilities.

◆ *These approaches to backup ensure that failure of the main hard drive of the PC cannot result in the loss of the backed up data.*

[Note that some PCs use a single physical hard disc which is partitioned to give the impression of two or more logical hard drives. Those 'logical' drives are not suitable for use as a backup medium since physical failure of the hard drive will also result in loss of all such 'drives'.]

4. Set up an automated process by which all Society folders and all other important computer data are backed up every day to the physically separate external hard drive. If choosing web based backup ensure that it will perform automatic scheduled back ups so that you do not have to remember when to make a backup.

Scheduled backups to an external hard drive can most sensibly be performed by the one off purchase of the award winning program "Second Copy".

This may be purchased at <http://www.SecondCopy.com> and its purchase is a valid and claimable Society expense. It provides for the automatic backup of files from designated folders and, set up properly, it will even retain several past copies so that even if some data comes to be deleted or overwritten by mistake by the User and the fact is not realised for some days the original data may still be recovered.

It is probably best to set up *Second Copy* so that the backup files are not overwritten by the content of the latest versions on the main hard drive when next they come to be backed up. This gives greatest security and also gives access to past versions of the files but it does result in an ever increasing amount of data being stored on the USB Backup drive.

◆ *When properly used, this approach ensures that locally backed up data can never be more than one day out of date.*

5. At monthly intervals copy to DVD all backup data stored on the USB hard drive. Use a write-once DVD such as DVD-R. Do not use any form of re-recordable media. After recording ensure that the disc is finalised to allow the DVD to be read on other PCs and verify that after writing the DVD can indeed be read back. Keep as many of these backup discs as may be necessary and for as long as necessary to protect the Society's business. This may be a few months for something like the Register or for one or more years for something like the Society's correspondence or finances.

If the chosen process of backup using Second Copy does result in an ever increasing content on the external backup hard drive then after a successful complete back up to DVD (and subsequent verification) the contents of the external hard drive may be deleted and a new backup process allowed to start when Second Copy next resumes.

◆ *This approach ensures that even if the computer and the external hard drive fail or comes to be stolen or vandalised only one month's data might be lost.*

6. At six monthly intervals send a DVD write-once backup copy of the external backup hard drive to be stored off site at the Society's Big Yellow Storage (currently in Luton). As an added protection when the backups prepared under clause 5 above first become obsolete they may also be sent to the Big Yellow storage.

If using web based backup facilities consider making a DVD copy of the data at six monthly intervals and sending that copy to the Big Yellow Storage as above.

◆ *This approach gives protection against more extensive vandalism and/or fire at the User's premises or loss at a web based facility and ensures that as a maximum only six months data can be lost.*

Note that all discs sent for off-site storage must be properly identified as to their contents and must include some adequate description to enable any third party Council member with reasonable IT skills to pick up, run and operate the files so stored.

It is another Society policy that Council members having specific responsibility for some aspect of the Society's business should have written down in a Word document full details of how their role is conducted. This file should be included in each off-site backup that is sent to the Big Yellow storage.

Some operating systems (eg MS Vista) include automated backup facilities of their own. If so then it is sensible, though only in addition to the above, to set these also to backup to the external hard drive and have the files stored in the same way. Note though that it may be sensible to use a larger sized external back up medium if these facilities are to be used and that it may not be possible (or sensibly economic) to use web based storage for such files.

Use the above approach for all your own data too – not just the Society's. The Society will store off site backups that also include your data just as it will its own.

Finally remember that data loss is something that can happen to anyone at any time. It will happen to you at some time. Be prepared and never risk your data being lost.

Appendix XVI

Terms and Conditions

Delegates are reminded that fire precaution and evacuation procedures require that the Hotel knows at all times who of our party is attending and who might therefore reasonably be presumed to be on the premises and so that both BSS's and the Hotel's insurances will be valid. Our insurance requires that any delegate wishing to invite or bring in to the venue anyone, friend or colleague who has not registered for the conference either as a resident or as a day delegate and who requires none of the facilities offered to delegates other than to meet socially with the delegates, must ensure that the visitor's name and details of his or her attendance are notified to the Conference Organiser two weeks before the conference starts. If such a planned visit should later be cancelled, the Conference Organiser should be notified again. This requirement of our insurance also applies to any of our own members not registered for the conference who nevertheless might wish to come solely for the purpose of attending the Society's AGM which will be held at the end of the meeting. In the event that any such visitor then wishes to attend any of the conference lectures or the displays etc they must first register with the Conference Organiser and pay the applicable charge. Those members who might only attend for the AGM may purchase lunch and refreshment from the hotel at the end of the meeting.

Delegate Cancellation. Delegates who book a place at the Cheltenham conference and who find it necessary to cancel any part or all of their booking will be able to do so with a complete refund where notice of the cancellation has been received by the Conference Organiser before February 27th 2012. After that date the Society becomes contractually liable to the Hotel and other organisations for cancellation fees and for applicable proportions of several other incurred fixed costs. These costs may well be a significant proportion of the original booking. The Society regrets that it must pass on any such that may be applicable to a cancelled booking. In view of the nature of the contract with the Hotel and the sliding scale nature of the Hotel's cancellation fees, it is possible that any refund that may be due might have to wait until final invoices for the conference have been issued to us and all costs known. BSS however, does not apply any additional cancellation fees of its own for this event.

Organiser Cancellation. If, in the unusual event that the Society has to cancel any part or all of a reservation or even the whole conference before it has commenced, all associated prepayments or parts thereof made by the delegate(s) will be refunded. Cancellation of any part or all of the conference after it has commenced will be compensated by a proportionated reimbursement of moneys paid less committed outgoings.

Limit of Liability. No other payments will be made by BSS in the event of any cancellation. Neither BSS nor its Trustees can accept responsibility for consequential or other loss that may be incurred by any person as a result of any cancellation by any party.

This web page is provided solely as a descriptive, general guide to and summary of, the conference arrangements and to the facilities that are expected to be provided by the Hotel and other involved organisations. Quoted transport fares are necessarily approximate. Facilities and details described here may change and in any case the contents of this page will change as the date for the conference approaches. The most up to date and relevant information about the Conference may therefore be expected to be that available close to the start date of the meeting. Members should come back to this page from time to time to note any new or altered information. This site may be accessed via the link on the Society's web site or directly at <http://bit.ly/bss2012> In order to assist in this, the latest date of page update is stated below left. No copies of earlier versions of pages are archived on line. All information on this site is believed to be correct at the time it is entered but it is all necessarily based on information obtained remotely which on occasion may not be entirely up to date. Where situations change or corrections are identified they will be made on a normal day to day basis without notice. BSS does not make any representations as to the suitability, the content or the fitness for purpose of any external link provided on this site and neither the BSS nor its trustees is responsible for the content of other web sites linked from here. Neither BSS, the Conference Organiser nor any member of its Council can accept liability for any errors or omissions that there may be. Nor can BSS or any of its Trustees accept any consequential loss that may be incurred by any person as a result of cancellation by any party or from reliance upon data given here. If reliance is to be placed upon any fact or statement in this website Members should confirm it personally and in writing with the Conference Organiser beforehand. Members should note that positive confirmation of some issues may involve a delay whilst the Hotel or other authority is contacted. E & OE

We are required to notify delegates of their responsibility and liability for any damage including the need for additional cleaning that might be caused by their actions or omissions. Both the hotel and the coach used for the dial tour are non-smoking venues under the Smoke-free (Premises and Enforcement) Regulations for England. Additionally the dial tour coach operator prohibits alcohol consumption on the coach at all times and consumption of food on the coach only with the driver's specific permission.

Formal notice is hereby given that the 2012 Annual General Meeting of the Society will take place during the Conference.
(Notice dated 13/08/11)