



Independent
Association of
Prep Schools

Annual Conference 2023 – ‘Venture Out’ General Information

Monday 25 – Wednesday 27 September

ACC Liverpool, L3 4FP

How to book:

- *Head booking themselves onto the conference*
 - Log into your account [here](#) and then visit the [annual conference 2023 event page](#);
 - Click the green ‘book now’;
 - Tick the box that says you will be attending and follow the on-screen prompts.
- *PA (or other member of staff) booking the Head onto the conference*
 - Log into your account [here](#) and then visit the [annual conference 2023 event page](#);
 - Click the green ‘book now’;
 - Click the add delegate button and then existing contact;
 - Select the Head from the list of staff at your school and follow the on-screen prompts;
 - If you cannot select the IAPS Member Head ticket option then please contact the courses and conferences team on courses@iaps.uk who will be able to assist you.
- *If you have a new Head starting in September or they are not yet in membership*
 - Please contact the courses and conferences team on courses@iaps.uk who will be able to assist you in making the booking.
 - You will not be able to make the booking on the correct ticket.

Ticket options:

- **IAPS Member Head**
 - Only Heads at IAPS schools who carry the membership are eligible for this ticket.
 - If you have submitted an application for approval at the Summer term membership committee meeting please do not book through the website until you receive your welcome pack (which will be sent to the school you are starting the Headship at).
 - If you are a current member who is moving school in September, please
- **Full partner**
 - This is for your spouse/partner who wants to attend the whole conference.
 - This ticket includes attendance at the conference, seminar sessions, refreshments (including lunch) during the conference, and the annual conference dinner on Tuesday evening.
- **Social guest**
 - This is for your spouse/partner and includes attendance at the annual dinner only.



Booking accommodation:

- Accommodation is **NOT** included in the cost of the ticket and you will need to arrange your hotel separately.
- IAPS is working with Easy Tiger Events and they have arranged a preferential rate at six Liverpool hotels.
- To view these and book please visit the Easy Tiger Events IAPS conference page [here](#).
- **Please note that this is a third party website which is not governed by the IAPS privacy and cookie statements.** Once you have used these links to leave our site, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting the site.

Cavern club (optional event on Monday evening):

- Tickets are £35 and are an optional extra which you can select at the time of booking your conference ticket or at a later date through your IAPS account.
- Further information about the Monday evening at the Cavern Club will follow.
- The evening will see a performance by the resident band.

Seminar sessions:

- Further information about booking seminar sessions will be released in September.
- **Entrance to each session will be restricted to those delegates who have registered in advance and those not registered will be asked to wait outside the room until the start of the session where any additional space will then be opened up.**
- Information about the seminars and their topics can be found in the programme.

Joining instructions:

- These will be sent out 2-3 weeks prior to the conference. Please ensure you provide your PA's contact details so these can also be sent to them.

Conference dinner:

- The conference dinner is taking place on **Tuesday 26 September** at **Liverpool Cathedral**. Your attendance at this is included in the price of your ticket.
- If you have also purchased a full partner ticket for your partner, their attendance is also included.
- If your partner would like to only attend the dinner then please purchase a social guest ticket.
- The dress code for the event is smart attire.

District meetings:

- On the Monday delegates will have the opportunity to hold informal district meetings between 1615 and 1715.



- Meeting rooms can be arranged at the ACC through IAPS if required. District representatives will be contacted in September to invite them to book a room and these will be booked on a first come first served basis.