

## APPLICATION NOTES

*Please ensure that you read these notes before filling in the form overleaf*

1. Seminars are allocated on a first come, first served basis so get your application in as early as possible - we cannot give preferential treatment when allocating seminars.
2. If you have to submit your form to the school office, please ensure that they are aware of the closing date for applications in order to avoid unnecessary delays in confirming your application. If you foresee a delay, photocopy your form and fax it to us.
3. Consequently, if you are refused permission to attend after faxing your form please let us know as soon as possible so that we can update our records.
4. Please make sure you choose THREE seminars for each session by entering the **number**, not title of the seminar (see Page 10 of the conference brochure). If you only choose one seminar, please note this does not guarantee you a place on that seminar.
5. Please ensure that the email address you have provided is a valid address as confirmation will be sent out by email and not by post as in previous years.
6. The administration charge of £10 for invoicing will not be levied if a cheque is sent with your application.
7. Please make sure every box is completed before signing and dating.
8. Cheques should be made payable to Scottish Association of Language Teaching, ***not*** Scottish CILT.

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## MEMBERSHIP OF SALT

If you apply to join SALT today, which costs £12 for the year, you qualify for a reduced conference rate of £40. To apply for membership you can fill in the enclosed membership form or go to the SALT website as follows:

[http://www.saltlangs.org.uk/content/membership\\_form.htm](http://www.saltlangs.org.uk/content/membership_form.htm)

***Please note that SALT membership forms should be returned to Jacqui Young, the membership secretary, not to Scottish CILT, along with your membership fee, made payable to SALT.***

If you plan to join SALT in time for the conference, tick box 1 on the conference application form overleaf, selecting the box 'I am applying to join SALT'.