

**An opportunity to promote your organisation at Online EDUCA Berlin
29 November to 1 December 2006**

ALT will be exhibiting at the Online EDUCA Conference in Berlin between 29 November and 1 December this year. Online EDUCA is a big established conference that attracts around 2,000 delegates, many of whom are from the commercial sector.

We are offering a special service to organisational members which are not already exhibiting at the conference, but would like the opportunity to promote themselves.

We will distribute your flyers from our exhibition stand for a charge of £250. (Suitable flyers might include information about online courses, or Learning Technology projects, or commercial services that you offer.) In addition we will publish a brochure to be given to all visitors to the stand, featuring a paragraph about your organisation.

To **book this service**, please complete this form and fax it to +44 (0)1865 484165, or post it to ALT, Gipsy Lane, Headington, Oxford OX3 0BP, UK, to arrive as soon as possible and by **no later than noon on Friday 3 November 2006**.

To: Rhonda Riachi, Director, Association for Learning Technology (ALT)

From: _____ (insert your name)

Name and address of organisation including postal/zip code

Contact email address for follow-up: _____

Tel: _____

I am confirming the following on behalf of my organisation.

1. We would like to have our material made available by ALT at Online EDUCA in Berlin between 29 November and 1 December 2006, at a total cost of £250 (no VAT).
2. We will provide you with up to 500 flyers (max size A4 and 4 pp), by post to **arrive in the ALT Office no later than 13 November**.
3. We will provide by email to tkprochazka@brookes.ac.uk a paragraph (word limit 100) about our organisation for inclusion in the brochure, and a good quality jpeg of our logo, by no later than **13 November**.

Please invoice my organisation for £250.

Signed: _____

Date: _____