

24 May 2004

**[COPY OF LETTER SENT TO ALT INSTITUTIONAL AND CORPORATE REPRESENTATIVES – MAY 25 2004]**

For the attention of institutional and corporate representatives on the ALT Policy Board

Dear Colleague,

**ALT Policy Board – Wednesday 7<sup>th</sup> July 2004**

The 2004 ALT Policy Board will take place at HP Labs in Bristol on 7 July. This letter is to provide you with reasonably early warning of the Policy Board so that you can set the time aside to attend, and book your place. **Prompt booking is advisable.**

**Keynote contributors**

Donald Clark – CEO at Epic Group plc, a major UK e-learning business

Sivasegaram Manimaaran – Research Portfolio Manager at the Engineering and Physical Sciences Research Council (EPSRC)

Robin Mason – Professor of Educational Technology at the Open University, and Co-Chair of the ALT Research and Policy Committee

Rama Thirunamachandran – Director of Research and Knowledge Transfer at the Higher Education Funding Council for England (HEFCE)

**Target audience**

The senior representative of each institutional and corporate member of ALT, for whom there will be no charge for attendance.

**Focus**

The primary focus of the day will be on learning technology research policy. Through a series of short contributions, from a diverse range of senior and experienced contributors, delegates will learn about current ALT, HEFCE, business, and Research Council thinking on learning technology research, and through the subsequent discussion, help to shape ALT's own research agenda for learning technology, which ALT will launch at the meeting.

A subsidiary purpose of the day will be to enable us to brief you about developments within ALT since the Secretary of State for Education launched the Government's e-learning strategy consultation at the 2003 Policy Board.

**Location, timing, and organisation**

10.30am to 15.45pm at HP Labs in Bristol. HP Labs is one of the world's major technology research establishments, conveniently accessible by road, rail, and air. Lunch and facilities are kindly being provided by HP. Joining instructions, including further details of the keynote contributions, will be sent to delegates during the third week of June. Please use part 1 of the attached booking slip to reserve your place, and to tell us about any dietary or other requirements which you may have. **The closing date for reservations is 21/6/2004.**

**Note.** The Policy Board will take place the day after the first Open Day of the recently formed "Lab Group" – also at HP Labs. The Labs Group is an ALT Special Interest Group for public and private sector organisations doing learning technology research. The Open Day, at which Lab Group stakeholders will showcase R&D work in the learning technology field, may well be of

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*Central Executive Committee: Paul Bacsich, Stephen Brown, Gráinne Conole, John Cook, Jay Dempster, Gayle Calverley, Joyce Martin, Barbara Newland, John O'Donoghue, George Roberts, Jane Seale, John Slater*

interest to people attending the Policy Board, and will run from 10.30 to 15.30 on 6/7/2004. The Labs Group Open Day is co-funded by the Learning and Skills Council, and the Joint Information Systems Committee, with the support of HP. Further details of the event will be on the ALT web site – <http://www.alt.ac.uk/> - during w.b. June 7, and you can book your place using part 2 of the attached booking slip.

We look forward to seeing you at the Policy Board.

Kind regards,



Seb Schmoller  
**Executive Secretary**

Seb Schmoller  
Executive Secretary  
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Professor Stephen Brown  
**Chair of the ALT Central Executive Committee**

## ALT Policy Board Booking Form Part 1

Please reserve a place at the **Policy Board on 7 July 2004** for

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address (print clearly, please): \_\_\_\_\_

Please indicate any special dietary or physical requirements:

\_\_\_\_\_

**Note:** ALT will maintain the data you supply in keeping with the UK Data Protection Act. All delegates will receive a list of participants, including name, organisation and email address. Tick here if you do NOT wish to be included on that list\_\_\_

If you require information on nearby hotels please contact the ALT office

**Return completed form by 21 June 2004 to:**

ALT Administration, Association for Learning Technology,  
Oxford Brookes University  
Oxford OX3 0BP, UK  
Tel: 01865 484125 Fax: 01865 484165 Email: alt@brookes.ac.uk

## ALT Policy Board Booking Form Part 2

Please reserve a place at the **Lab Group Open Day on 6 July 2004** for

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address (print clearly, please): \_\_\_\_\_

Please indicate any special dietary or physical requirements:

\_\_\_\_\_

**Note:** ALT will maintain the data you supply in keeping with the UK Data Protection Act. All delegates will receive a list of participants, including name, organisation and email address. Tick here if you do NOT wish to be included on that list\_\_\_

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