

AOUP events and visits: some guidelines to help the management

We have to process between 100 and 150 applications every month of the year. Please read and note the following before sending off your application form.

- 1 Completing the form:** we need your name, address and phone number to be clearly written, and the name of your guest if you have one, a clear e-mail address if you have one (it's much easier using email than telephoning if we have to contact a lot of people)

- 2 Providing stamped address envelope:** please provide one for each application you enclose, make sure the envelope isn't already stuck down and that it will self-seal

- 3 For cheques**
Please make sure the cheque is for the correct amount, noting that there are different AOUP member and non-member charges. Please date the cheque with the date as indicated on the form. If the name on the cheque is different from your name as applicant, please write your name on the back of the cheque

4 **For the letter you send to the Events Coordinators:**

don't use staples for the cheques and forms – they are time-consuming and sometimes painful to separate

don't use sellotape to seal the letter (it can be time-consuming to open)

do check you have sufficient stamps on the letter

5 **If you think you should have received notification:**

if it's more than three weeks before the trip, please do not contact the Events Coordinators. (It can take some time with the popular trips sorting out who has places, or trying to arrange extra places.) If it's two weeks or less before the trip, please do contact the Events Coordinators immediately. Sometimes letters go astray, so if you don't receive a reply to your application, it will be either that the application never arrived or that the reply was sent but didn't arrive.

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