



Global learning through theatre

www.ista.co.uk

Booking and registration processes for festivals

Step 1: Booking

- Please read through the [Event Terms and Conditions](#) carefully prior to making your booking.
- **Member booking opens Monday 24th April 2023 at 1:00pm UK time.** Please log into your ISTA account and make a booking for the festival you want to bring students to. The only information needed is the total number of teachers and total number of students.
 - **Non Members will be able to book from Monday 8th May 2023.**
- Once booked you will receive a non-refundable and non-transferable deposit invoice for 50% of the registration fees for the number of students you have booked. Your place at the event will only be confirmed if we receive payment of your deposit within 21 days.
- Once the maximum number of bookings has been reached the event will display "Wait list".
 - If this happens please email the Event Manager for the festival (listed under *Important information* on the event webpage) and ask to be added to the waiting list. Please provide the number of students and teachers you wish to reserve in your email.

Step 2: Registration

- You can register your students as soon as you have booked your places. Registration windows close approximately 12 weeks before the event date. Check the event webpage for exact dates (listed under *Important information*).
- When your registration is submitted/closes you will be invoiced for the balance of registration fees plus any applicable surcharges.
- Late registrations will incur a fee of GBP £200.

Information required for registration:

For students			
<input type="checkbox"/> Name	<input type="checkbox"/> Health	<input type="checkbox"/> Age	<input type="checkbox"/> Student code of conduct acknowledgement
<input type="checkbox"/> Gender	<input type="checkbox"/> Dietary	<input type="checkbox"/> Housing information <i>(if required for event)</i>	<input type="checkbox"/> ISTA Media consent
<input type="checkbox"/> Personal pronoun	<input type="checkbox"/> T-shirt size		
For teacher/chaperones			
<input type="checkbox"/> Name	<input type="checkbox"/> Health	<input type="checkbox"/> Email	<input type="checkbox"/> ISTA Media consent
<input type="checkbox"/> Gender	<input type="checkbox"/> Dietary	<input type="checkbox"/> Phone number	
<input type="checkbox"/> Personal pronoun	<input type="checkbox"/> T-shirt size	<input type="checkbox"/> Travel information for group	