

47th

ANNUAL CONFERENCE

6th - 9th MARCH
MADRID 2025

nabss

The National Association of
British Schools in Spain

INTERVENTION
INTENTION
IMPACT

*information
for
exhibitors*

Annual Conference

The National Association of British Schools in Spain will hold its 47th Annual Conference from 6th - 9th March 2027 in Madrid.

Once again, our Education Exhibition will form an important part of the conference.

The programme will commence on **Thursday 6th March** with our Gala Dinner for Heads, Owners and Guests - an ideal introduction to our event and to the delights of the Valencia region. The following day, **Friday 7th March** which is dedicated to heads and owners of schools, will include the **opening ceremony** and tour of the Education Exhibition followed by presentations from our Keynote Speakers. Thereafter, we have programmed our **Annual General Meeting** for the representatives of our schools on Saturday 8th March.

There will be an interesting programme of professional development for senior leaders and teachers, ensuring that we are well informed and kept up-to-date with the latest developments, reforms and trends in education.

As always, over 55 exhibitors are expected to attend the event and make important contacts with representatives from British schools from all regions of Spain. NABSS represents over 80 British schools and heads, owners and teachers from those schools will meet in Madrid for an extended weekend of professional development and networking focused on British education in Spain.





Exhibition

The exhibition always forms an integral part of our conference and, once again, we will present our “Education Exhibition”, where we warmly welcome those companies that have staunchly supported us over the years as well as new companies that may be joining us for the first time.

The exhibition will officially open on Friday morning and will run until Sunday mid-day.

The annual conference provides ample opportunity for networking through our social events, which this year include our gala dinner and a guided river cruise in Seville. The exhibition also includes scheduled buffet lunches, coffee breaks, cocktails, and the awards ceremony presentation - all held in the exhibition area.

Prizes and Awards

On Saturday evening, 8th March, NABSS will hold a cocktail celebration to mark the closure of the Education Exhibition. In order to make this a special event we shall organise speeches and the presentation of awards and prizes.

We would like to invite you to form part of this award ceremony by participating in a raffle/draw exclusively for exhibitors. Our proposal would be for those who wish to participate, to donate a prize for the draw.

This will encourage participants at the conference to make a point of visiting you and finding out more about your product. Please contact José Luis at Hatton Events if you would like to take part:

joseluis.jimenez@hattonevents.com

Venue

The hotel Meliá Avenida de América is the best venue for professional meetings in Madrid.

With a prime location just a few minutes from IFEMA and the airport, this elegant hotel boasts a 5,000 m² Convention Center with 32 multi-purpose event spaces, each of which is spacious and well equipped with a sophisticated design.

In addition to a breakfast room, bar and restaurant that will delight even the most discerning diners, the hotel has a gym and wellness centre and offers parking for a fee.



We urge you to mark the dates in your diary and make sure to reserve your stands and rooms as early as possible.



EXHIBITION BOOKING FORM - NABSS CONFERENCE 2025 HOTEL MELIA AVENIDA DE AMERICA - MADRID 6th - 9th MARCH 2025

Once again, we are delighted to work with Hatton Events, in the organization of our conference and the exhibition area of our Education Exhibition. Communication of specific requirements should be made to them directly.



The booking fee is *1.350,00 € which includes a tabletop *(Length 180cm // Depth 100cm // High 72cm) area in the exhibition hall and an invitation for one person per stand to attend the gala dinner, buffet lunches and coffee breaks held in the exhibition area. Exhibitors are also invited to join the Cultural Tour on Friday afternoon. A charge of *410,00 € per person will be made for more than one person.

**N.B. Please add 21% VAT to these amounts.*

Payment should be made to the NABSS account using the reference "NABSS Exhibitor" and the name of your company.

IMPORTANT: All decorative materials for the exhibitions must only be displayed on the surface of the table or behind the table as indicated above to ensure a maximum floor space of 2 meters wide by 1 meter long. No display or material may exceed these measures.

Registration is open until February 14th 2025, or until occupying all the available places, limited places. Thereafter all requests for reservations are subject to availability.

Companies registered outside Spain should make the payment to the Hatton Events account using the reference "NABSS Exhibitor" and the name of your company. CAIXABANK ES26 2038 1560 0260 0028 2320, CODE: CAHMESMMXXX, beneficiary Hatton Events.

Companies registered in Spain should make the payment to the NABSS account using the reference "NABSS Exhibitor" and the name of your company. CaixaBank IBAN: ES93 0182 9502 2302 0155 3688 SWIFT CODE: BBVAESMMXXX, beneficiary NABSS.

Please send a copy of the bank draft to Jose Luis Jimenez. Stands in the exhibition area will be allocated in strict order of registration and please bear in mind that the number of tables available for the Annual Conference is limited. Hatton Events will send confirmation by email upon receipt of the form and payment.

Cancellations: There will be no refund of fees for cancellations made within the 30 days prior to the start of the conference, unless the stand is hired to another company.

The exhibition area will be open for setting-up from 11.00 to 14.00 and from 16.00 to 18.00 on Thursday 6th MARCH 2025.

To Send Material

Shipment of material to the following address:

HOTEL MELIA AVENIDA DE AMERICA
ATT: Cristina Lozano (REFERENCE: NABSS CONFERENCE - MATERIAL EXPOSICIÓN)
C. de Juan Ignacio Luca de Tena, 36
28027 Madrid
Teléfono 91 423 24 12 / 639683622 (de 08:00 a 19:00 horas de lunes a Viernes)

The operating hours for all incoming and outgoing mail and shipments are from 9.30 - 13.30h.

You will not be able to send material before 3 days at the beginning of the event.

With regard to storage requirements, if you have 2 or more pallets or movables the hotel must be advised well in advance in order to locate and reserve suitable places for them. This may result in an extra fee for the exhibitor which will be decided by the hotel.

When hiring the courier to send materials, indicate the related address of the hotel, but do not put us or the hotel as contact or responsible for the shipment, we do not track shipments, exhibitors are responsible for tracking your shipment through your mail/transport service. If you need our EORI it is ESB86181088, but we are not responsible for any shipping, tracking or costs and we disclaim any responsibility.

In the case of international shipments and mail that may be processed/retained at Customs, the institution or sender of that package or shipment will be responsible for the necessary documentation and/or payment needed to process said package. The hotel, Nabss and Hatton Events are not made responsible for these transactions and transports.

The hotel, Nabss, and Hatton Events are not made responsible for any damages or losses of shipments and packages to or from the hotel, in any case consult the outside institutions or mail services used to send said shipments and packages.

Name of the Agencies hosting the Event: (Nabss-Hatton Events) and the final recipient should be addressed to the exhibiting company, not to the names of the delegates

Person responsible for the hotel group: Cristina Lozano



Assembly and Disassembly

Once the event is finished, dismantling will take place on March 09th from 12.00 h to 13.00 h. At the end of the Conference and after dismantling, all the remaining merchandise that needs to be collected must be perfectly packaged and identified (company, address, contact telephone number of the responsible recipient, and number of packages left), these packages should then go to the hotel reception where the responsible party must then indicate the number of packages left for collection/pickup and the company they pertain to. All the remaining or unclaimed material that does not need to be picked up will be left in an area designated for it to be removed by the hotel staff.

If the materials need to be transferred to the goods warehouse, the exhibitor will be responsible.

The material deposited in the warehouse must be collected Monday 10th March.

After this period it is understood that the exhibitor is not interested, so these objects will be removed and the cost of their withdrawal will be billed to the owner.

The exhibitor is responsible for all transactions and transportation necessary for shipment and collection of these materials and packages.



Exhibition Booking Form -

Please return this form by email no later than 14th February 2025

EXHIBITOR DETAILS					
Company name:					
Company tax code:					
Address:					
Postal Code:		City:		Country:	
Forename of the delegate:					
Surname of the delegate:					
Contact person:					
Email:					
Telephone (inc. area code):					
Number of stands required:					
Additional delegates, number and names:					

You are invited to attend the NABSS Gala Dinner on Thursday 6th March and the excursion on Friday 7th March. *Please confirm your attendance at either or both of these events.*

*Gala Dinner attendees , full name/s :	*Tour in Madrid, full name/s:

***In case of not indicating the names, we understand that they will not attend the indicated event.**

INFORMATION AND RESERVATIONS
Hatton Events, S.L.L. – PUERTA DEL SOL, 13. 2º IZQ. 28013 MADRID –
Telephone 0034 91 000 60 10 (Spanish- José Luis)
0034 607 66 66 82 (English- Alberto de Diego) - Joseluis.jimenez@hattonevents.com

Hotel Booking Form -

Please return this form by email no later than 14th February 2025

GENERAL TERMS AND CONDITIONS (HOTEL)

To reserve accommodation, please complete the booking form in capital letters and forward it, together with the confirmation of payment, to the following email address: joseluis.jimenez@hattonevents.com.

Payment for the hotel: The total amount must be paid in advance by bank transfer to the following account number:

CaixaBank

From Spain: IBAN: ES17.2100.0079.8902.0151.5668, beneficiary Hatton Events.

From other countries:

BIC/Código SWIFT: CAIXESBXXX

IBAN: ES17.2100.0079.8902.0151.5668, beneficiary Hatton Events.

Rooms will be allocated in strict order of registration. Bear in mind that the number of rooms available for the Annual Conference is limited.

Hatton Events will send confirmation by email upon receipt of the form and payment.

Registration is open until February 14th 2025, or until occupying all the available places. Thereafter all requests for reservations are subject to availability.

The use of personal data included in the Registration form is covered under the Law for Protection of Personal Data 15/1999 of 13th December.

Check in: If personal data has not already been provided this will be required by the hotel upon arrival. Check in is from 16.00 h. onwards. Check out until 12.00 h. on day of departure.

Cancellations: Cancellations 15 days before the event 50% of the total reservation will be invoiced, 10 days before the event 100% of expenses of the total reservation.

VAT / TAXES. VAT and / or applicable rates are subject to possible modification without notice due to change in government regulation as far as regards tax rate.

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Telephone 0034 91 000 60 10 (Spanish- José Luis)

0034 607 66 66 82 (English- Alberto de Diego) - Joseluis.jimenez@hattonevents.com

REGISTRATION FORM FOR ACCOMMODATION
MELIA AVDA. DE MAERICA 4****, MADRID
For hotel room reservation, please complete the attached booking form.

COMPANY:												
Address:												
City:			Postal Code:					Company Tax Code:				
E-mail:												
	Telephone/ Mobile Phone:											
ROOM	FULL NAME	PASSPORT ID NUMBER	EXPEDITION DATE	EMAIL	BIRTH DATE	TYPE OF ROOM	SMOKING	ARRIVAL	DEPARTURE	NIGHTS	€	
1												
2												
3												
4												
	REMARKS:										TOTAL	

ROOM RATES PER NIGHT

Double standard room, bed and breakfast per night: 175,00 €
Double standard room for single use, bed and breakfast per night: 160,00 €
10% VAT INCLUDED

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28008 MADRID

nabss@acade.es

Tel: 91 550 01 23