



LCTD International Higher Education Sustainability Conference

**Theme: Campus Sustainability, Diversity & Inclusion:
Setting Agenda for Africa Universities**

Dates: 10th - 12st December 2019

**Venue: DoubleTree by Hilton Hotel, 265
Rotherhithe Street, SE16 5HW. London, United
Kingdom**

ABOUT THE CONFERENCE

London Centre For Training & Development (LCTD) is pleased to invite you to attend its first International Higher Education Sustainability Conference at DoubleTree by Hilton Hotel, in London from 10th - 12st December 2019.

Through these Conferences, LCTD offers a platform for presentations, discussions and interaction with international scholars and dissemination of research to local and international research communities.

At LCTD, we recognize that we can be a powerful driver of change in delivery of quality education globally thereby; bringing together students, faculty, staff and other stakeholders to exchange ideas about the current work on sustainability, social justice and diversity, we can propel the discussions to create real, collaborative solutions to seemingly unsurmountable challenges. Our aim is to elevates existing practices and while creating a new pathway for advancing sustainability and diversity in higher education.

The overall theme of the Conference has been designed to appeal particularly to students, faculty, staff (at all levels of their career development) and other stakeholders. Primarily, our conferences are aimed at capacity building and development of participants including emerging researchers whose interest aligned with SDG 4- Quality Education.

Objectives of the Conference

- To recognize participants as 'responsible and transformational Ambassador of Change within the Higher Education;
- To discuss and devise methodology to actualize equal access for all women and men to affordable and quality technical, vocational and tertiary education, including University;
- To discuss and devise methodology to actualize substantial increase in the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship;
- To discuss and devise methodology to eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations;



- To discuss and devise methodology to ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development;
- To discuss and devise methodology to build and upgrade education facilities for disability and gender sensitive and provide safe, non-violent, inclusive and effective learning environments for all;
- To discuss and devise methodology to achieve the number of scholarships available to developing countries, in particular least developed countries, for enrolment in higher education, including vocational training and information and communications technology, technical, engineering and scientific programmes, in developed countries and other developing countries;
- To discuss and devise methodology to achieve increase the supply of qualified teachers, including through international cooperation for teacher training in developing countries, especially least developed countries.

Our overall aim is to ensure that the outcomes of the research presented in this conference aligns with the desire of participants and more importantly the values, needs and expectations sets towards achieving the GLOBAL GOAL FOUR- QUALITY EDUCATION.

About LCTD

London Centre For Training & Development (LCTD) is an independent training provider committed to advancing quality education, skills and enterprise among next generation of corporate leaders. Established in United Kingdom, LCTD is committed to world-class teaching, innovation, career development and continuing education.

London Centre for Training & Development Ltd is accredited by Accreditation Service for International Schools, Colleges and Universities (ASIC) which is an independent body providing accreditation services for independent, further and higher education colleges. LCTD does not hold a political or denominational affiliation.

LCTD currently run courses within three centres (i) Centre for Business & Enterprise (ii) Centre for Research & Innovation and (iii) Centre for Language, Culture and Learning. We offer short-term courses which are design to help students better implement their knowledge and training in 21st-century. We also host academics, including early-career scholars engaged in post-doctoral research, as full-time and associate research fellows. LCTD is currently an accredited agent of Sheffield Hallam University.



LCTD Vision

To be an internationally recognized Centre in global business education and enterprise, scholarly excellence, and collaborative community engagement.

LCTD Mission

To educate our diverse student, professionals and the global community of scholars by advancing business knowledge and sharing expertise:

- LCTD prepares students to succeed as responsible global citizens in a dynamic, technology-driven business climate -- creating a growing legacy for our alumni.
- LCTD serve the business community through professional education, collaboration, and research -- strengthening regional and local industries while providing qualified graduates who can tackle the demands of today's complex business environment.
- LCTD conduct innovative research -- nurturing our faculty's intellectual growth and developing the talents of future scholars.

Our Values- PEEC

- **Professionalism:** We hold ourselves to the highest standards of expertise and of professional conduct; In doing so, we are committed to advancing quality education, research that advance theory and practices.
- **Enterprise & Innovation:** We develop enterprise spirit in our students, embrace change, and creativity.
- **Excellence:** We pursue excellence in all we do and nurture this pursuit in others.
- **Collegiality and Inclusivity:** In working together, we respect each other and welcome diverse viewpoints.

REGISTRATION- Fees and Enrollment Details

Click here to register: <https://www.eventbrite.co.uk/e/international-higher-education-sustainability-conference-tickets-63563408867>



Fees

Early Bird Faculty and Staff
£450.00
Sales ends on October 4

Early Bird Student
£200.00 Vat Inclusive
Sales ends on October 4

Early Bird General Admission
£225.00
Sales ends on October 4

Faculty & Staff Group Admission (5 or more)
£450.00
Sales ends on October 4

Student Group Admission (5 or more)
£150.00
Sales ends on October 4

General Group Admission
£175.00
Sales ends on October 4

- Full Admission includes conference materials, lunches and receptions.
- Business casual attire is recommended for conference attendees.
- Groups of 5 or more **MUST** register at one time to get the discounted group rate. If you have any questions, please call **+448006894834** or email info@lctd.co.uk

Accommodation

All conference delegates are requested to make their own arrangements for accommodation. There are a number of hotels in London area ranging from Budget to five-star. LCTD has negotiated corporate rates with some of the hotels and these rates will be emailed to delegates on request. Delegates are advised to book early as rooms are in limited supply.



IMPORTANT NOTE FOR INTERNATIONAL DELEGATES

What you need to know about enrolment:

In order to attend the **LCTD International Higher Education Sustainability Conference** a written registration request must be sent by email to info@lctd.co.uk. Alternatively, delegates can download and complete a course registration form online. All completed form should be email to info@lctd.co.uk.

If the registration is accepted, the conference team will issue the delegate with an acceptance letter and an invoice. Once LCTD receive the full payment of the conference fee, a visa letter will be issued to assist with the delegate's application at the British Embassy/ High Commission.

What your payment cover

- Enrollment and post enrollment support
- conference fee
- Soft copy of course materials
- Visa letter and supporting documentation for visa application.
- Starter packs- LCTD Souvenir
- Lunch and light Refreshments
- Internet access
- Certificate of completion
- Group delegate photograph

Payment

LCTD requires that 100% of the conference fees **MUST** be paid at least 4 weeks prior to the commencement of the course. LCTD reserve the right to cancel any application received without full payments as mentioned above.

Value Added Tax (VAT)

LCTD is a VAT registered company; therefore, VAT is chargeable on all courses at a standard rate of 20.0% according to UK tax law.

How to make payment- Bank Transfers:

LCTD requires full payment to be made in Pounds Sterling to:

Bank: Lloyds Bank, London, UK.

Account Holder: London Centre for Training & Development Ltd.

IBAN: GB80LOYD30919126448060

BIC: LOYDGB21456

Sort Code: 30-91-91

Account No: 26448060

Please scan and email evidence of bank transfer to info@lctd.co.uk

Cheques

LCTD accepts only a/c payee cheques that are drawn in favour of "London Centre for Training and Development Ltd". It is also a requirement that every cheque raised in favour of "London Centre for Training and Development Ltd" must have delegates enrolment number and company name must be indicate clearly on the back. Please



allow enough time when paying through Cheques as it may take up to 5 working days at the clearing.

No Show or Delegate substitutions:

We will not refund delegate under a “NO SHOW” circumstances, and we will report a NO SHOW case to relevant authorities. We allow delegate substitution without any additional fee been incurred. However, we require earlier notification of such substitution.

Change and Alterations to LCTD Programme:

LCTD reserve the right to vary, amend, alter, conference programme or published events. This also extends to the possibility of cancellation of courses at any time and offer an alternative date. In this instance, delegates will be entitled to a full refund or credit, without liability for significant or insignificant consequential loss or damage.

Cancellations:

LCTD will charge a fee if a delegate cancels (or transferred to future dates) training that has already been booked. The delegate can however be substitute.

A refund may, however, be processed under the following condition:

80% of the fee if the cancellation is notified four weeks or more before the starting date of the event;

40% of the fee if notice of cancellation is given between one – two weeks before the starting date of the event;

No refund if notice of cancellation is given less than one week before the starting date of the event.

Visas:

Following full receipt of the conference fee payment, LCTD is permitted by the United Kingdom Border Agency (UKBA) to support visa applications. Delegates will be provided with a visa letter to support their application at the British Embassy/High Commission.

All delegates attending LCTD conference must apply for student visitor visas. As LCTD is accredited by Accreditation Service for International Schools, College and Universities (ASIC) - a UKBA approved accreditation body-all LCTD delegates applying for student visitor visas will be provided with all the necessary supporting documentation to support their visa application.

The following is a list of recommended documents that a delegate can include as part of their visa applications:

- Passport or travel documents, valid for at least six months (the passport must have at least one clear page for the visa);
- Two recent passport sized colour photographs with a white background;
- Correct application form fully completed in English;



- All visa support letters from LCTD;
- Letter of employment and other relevant proof of employment;
- Six months itemized bank statements/evidence of assets;
- Letter from your sponsor (employer), confirming they are paying for the course;
- Evidence of accommodation in London (LCTD resident delegates will get a letter confirming reservation of accommodation);
- Relevant diplomas or educational certificates that you have achieved (it is helpful to submit official Transcripts/Certificates);
- Personal statement/ Additional Information to support purpose of visit and intention to return back to your home country;
- Original IELTS/TOEFL Certificate, or other evidence of your ability to speak English;

Detailed information with regard to visa requirements can be found on your local British Embassy's website or click here www.gov.uk/study-visit-visa

All delegates requiring a visa must apply for the conference at least four weeks before the commencement. This will enable enough time to prepare and send supporting documents for their visa applications. Delegates whose visa application is refused will receive a refund less £130 post-enrollment cost.

LCTD can only process delegate refund if a refund request is made together with supporting evidence (i.e. a copy of your refusal letter) to be emailed not later than 5 working days from the date of your refusal.

Data Protection Policy:

London Centre for Training and Development collects, holds and processes information about employees, executives, and other data subjects for course enrollment, other services and administrative purposes. When handling such information, LCTD and all staff or others who process or use any personal information comply with the principles set out in the UK Federal Act on Data Protection. This means that London Centre for Training and Development must:

- Manage and process personal data properly and lawfully;
- Ensure that the information collected is accurate, up to date and adequate, relevant and not excessive for the purpose;
- Protect the individual's rights to privacy;
- Provide an individual with access to all personal information held on them, on request;
- Observe its legal responsibility to comply with the Act. This is the responsibility of the data protection officer.

LCTD ensures that every member of staff who holds information about identifiable living individuals complies with the Data Protection Procedures in managing that information. Individuals can be liable for breaches of the Act.