



**To:** All UK IATA Travel Agents

**Subject:** **BSPlink AGENT SEMINARS - 2009**

In response to demand, IATA UK will be mounting seminars for Agency staff covering “**BSPlink – a tool for managing BSP Operations online**”. The Seminars have been arranged for the following dates:

**Dates:** 26<sup>th</sup> March and 26<sup>th</sup> November 2009

**Venue:** IATA Offices, Spencer House, 23 Sheen Road, Richmond TW9 1BN

**Times:** 13.00 Hrs to 17.00 Hrs

**Cost:** GBP100.00 plus VAT per person including tea/coffee.

The Seminar fee will be collected via an ADM issued on BSP Airline 954 via **BSPlink** and a VAT invoice will be provided. The Fee is non refundable for cancellations within 2 weeks of Seminar date but change of name(s) are accepted at anytime with no penalty.

**Seminar content/Prior knowledge:**

The Seminar is aimed at Agency Accounting and Sales staff that actively use **BSPlink**. It will include a summary of all **BSPlink** features and functions but will concentrate on Advanced BSPlink use, including ADMs/ACMs and Refunds Management, v-MPD, Ticketing Authorities, handling of files, Statistics, Management of Sub Users and Security.

If you wish to nominate staff for a seminar, please complete the attached application form and send by e-mail or fax it to the address specified on the form. **We will confirm your booking 15 days before the seminar date** (we need a number on min 10 participants to run a seminar).

If you have any queries please email us at: [info.uk@iata.org](mailto:info.uk@iata.org)

Yours faithfully

**Elena CIUPERCEANU**  
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International Air Transport Association

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## IATA UK –BSP*link* ADVANCED USER TRAINING SEMINAR

### BOOKING REQUEST

<b>Agent IATA Code</b>	
<b>Agency Name</b>	
<b>Address:</b>	
<b>Contact Name</b>	
<b>Tel. No.</b>	
<b>Email:</b>	

<b>Seminar Date:</b>	<b>1<sup>st</sup> choice</b>	<b>2<sup>nd</sup> choice</b>
Please indicate		

<b>Names of nominated staff:</b>
1
2
3
4
5
6
7
8
9
10

Cost:

£100.00 plus VAT (15%) = £115.00 per person =

<b>No of persons booked</b>		<b>Total Due</b>
	@ £115.00 =	£

**Note:** If you wish to nominate staff for different dates, please photocopy this form and submit a separate form for each date. Please send this form duly completed, by fax or email to:

IATA UK  
 Spencer House  
 23 Sheen Road  
 Richmond TW9 1BN  
 Fax: + 44 208 948 6481  
**Em: [info.uk@iata.org](mailto:info.uk@iata.org)**