

So you want to run a PESGB Course. . . ?

Great news, we would love to have you involved! Training is an integral part of the PESGB and are a great way for members to meet and learn something new.

To get you on your way we have compiled a list of questions which will help us pull together your course or seminar and start tying down the details. Don't worry if you don't know the answers to all the questions at this stage, just let us know as much detail as possible.

Once submitted this information will be forwarded to the Training Director see whether it will fit into our events calendar. Please note that completing this form does not guarantee your trip will be able to take place, although we will always do our best to accommodate all requests.



The Basics

Your first name

Your Last name

Contact telephone number

Contact E-mail

Name of Event

Speakers (names or number required)

Please describe in 50 words or less what this course is about and what it aims to do



The Logistics

Prospective dates or months in which this could be run (We recommend that at least 6 months lead time is given for organisation and marketing)

How long would the course be?

Minimum number you would be happy with

Maximum number you would be happy with

Room layout

Theatre style

Classroom

Round table discussion

Catering requirements:

Breakfast

Tea & Coffee Breaks

Buffet lunch

Drinks Reception

Dinner

Location (and venue recommendations if appropriate)

Your expected expenses and other costs for the budget: (please see appendix1 for the guidelines)

Attendee handouts needed:

Course manual (hardback)

Abstract volume

Print outs for interactive activities

Slide printout or short course guide

USB stick

Delegate list

Stationary such as rulers, calculators or colours

Course Certificate

Other

AV Requirements

Laptop for PowerPoint Presentations

PA system and microphone

Laser pointer

A laptop for each attendee

Other

Would you be happy for us to distribute copies of these materials following the course

Yes

No

Do you have/ or can you get the appropriate copyrights for these materials (don't worry if not we will try to arrange something)



If you have a timetable please outline it here (if you haven't, don't worry!)



The Marketing

Text or description for inclusion on advertising

Please also send a picture (for which you have copyright) which can be used on advertisements

Done

Who is this course aimed at?

Is there anything else that would help us market the trip? For example tweets or articles we could use?

Thank you for your time. Please send this form to events@pesgb.org.uk



Appendix 1 - PESGB EXPENSE POLICY

- In the first instance, all persons on PESGB business shall seek travel support from their own organisations.
 - In the event that organisation support is not available, a request for PESGB support can be made see below.
NB: A trustee of the Council should not be out of pocket, if their Company won't pay this should not be a deterrent to attending.
 - At the start of each quarter or month, expenses should be estimated and submitted via email, to the Executive Director and Treasurer in the first instance.
 - The PESGB only covers expenses for public transport travel. Expenses possible to claim normally exclude meals, but in certain circumstances, this may be necessary and where possible, anticipated and estimated when initially submitting a request.
 - Following approval, the expenses will be incorporated into PESGB financial forecasts and budgets.
 - Any expenses likely to go over those previously advised, should be discussed with the Executive Director and Treasurer so the budget can be adjusted accordingly. NB: It may not always be possible for payment of additional expenses.
 - PESGB Council members as charity trustees are entitled to receive reasonable out of pocket expenses to enable them to
 - attend PESGB Council meetings or officiate at PESGB events, which are necessary for the charitable running of the PESGB.
 - Reasonable entertainment of external voluntary/unpaid who have made key contributions to meetings, events and publications
 - End-of service hand-over lunch for Council members
- Any other expenses to volunteers are paid through the good will of the PESGB, a registered UK charity with limited financial resources.
Reference: PESGB Memorandum of Association Point 5. Benefits to Members and Trustees.
- On receipt of approval, all travel arrangements and expenses are made and paid for by the traveller.
 - All expenses should be held to a minimum. Every effort should be made to ensure that expenses are the lowest cost available eg. second class travel. All items must be covered by a receipt.
 - Reimbursement of expenses will be made by the PESGB upon submission of itemised request with receipts and completed expense claim form.
 - All expense claims must be made on a regular basis, within financial review timetables (eg. within a month for PETEX, quarterly for PESGB) to assist accurate forecasting of expenses against budget.
 - All expenses can only be reimbursed if they are claimed by 20th December, before the end of the calendar year, so they can be incorporated in that years expenses for budget purposes. No expenses can be claimed following expiry of any period of office.
 - Any expenses incurred during review or handover period should be claimed immediately (eg. given into the office at the handover meeting).
 - No expenses will be reimbursed by the PESGB without prior written approval.
 - PESGB & PETEX expense claims can take up to 1 month to process and distribute.