

Guide to Booking a Venue & Equipment Requirement

Venue

It will be necessary for you to book and pay for the venue along with any refreshments you are providing. It is your responsibility to notify the students of lunch arrangements and any specific information regarding parking etc. Please also notify Education for Health so they can pass relevant information on to the trainer.

Please ensure the venue complies with the requirements of the Special Education Needs and Disability Act 2001 together with all relevant health and safety and fire regulations.

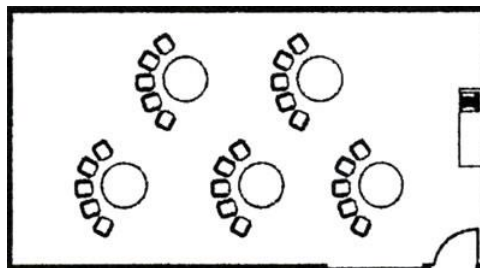
Equipment

It is essential that the following equipment is available in the room to ensure smooth delivery and a good learning experience:

- Data Projector – with HDMI or mini DisplayPort connection
- Flip Chart, paper & Pens
- WIFI

Room layout

Seating to be provided for a maximum 25 students, plus a trainer table and chair. To always be set up as cabaret style seating (see example below). Please ensure the room can comfortably seat the contracted number of attendees.



Practical Assessments (where relevant)

The full day Improving Inhaler Technique Workshop requires 2 extra rooms for the competency-based assessment (breakout rooms for the Examiner and 1 – 2 students)