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To organise and / or advertise an event on the NAHE website please complete the following form and email your request to admin@nahe.org.uk

Your request will be reviewed and a reply given within 2 weeks.

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| Your name |  |
| Job title |  |
| Name of organisation / provision |  |
| Title of event |  |
| Event aims |  |
| Location |  |
| Date |  |
| Charges and method of payment |  |
| Refreshments available |  |
| Number of places available (min / max) |  |
| Cut-off date for tickets |  |
| Invitation distribution details – e.g. national, regional, subject specific, NAHE members only |  |

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| Please choose one of the models below and provide further details of the planned activity* Conference model e.g. external speakers, workshops, presentations
* Discussion group
* Subject specific training
* Network meeting e.g. subject, SEND, business managers

Other considerations* Expected audience? e.g. leaders, teachers, support staff, NHS
* Who will chair / facilitate? Any invited guests?
* What topics / subject matter?
* Anticipated aims / outcomes
* What type of training? e.g. presentations, workshops, discussion groups
* National updates / input? e.g. OFSTED, DFE, NASEN
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