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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](mailto: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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