

The centre would like to support you in organising a successful event.

We hope this factsheet may assist your event planning

After you have discussed your event with a member(s) of the TS&CSC team, you will need to complete and return a TS&CSC Booking Form to confirm your booking.

COURSE / EVENT NAME	
CONTACT <i>This is the person the centre will contact re all course arrangements</i>	Course Lead Department E-mail Address Telephone / Mobile

COURSE DETAILS

When would you like to hold your event / course?

The centre is normally booked up to 6 months in advance; please talk to the team ASAP to ensure the centre is available to accommodate your booking on your preferred date.

Who will be attending?

NUH Staff only? Or delegates from around the region?

How many delegates and faculty will be attending?

Will any sponsors be attending?

Will sponsors require a table so that they may prepare a marketing stand? Will they be bringing equipment to use during the course?

Which room would you like to use?

Delegate and faculty numbers may influence which room (s) will be required

CATERING

Will you require any Beverages or Catering for the event?

Catering is ordered from an external catering firm. Catering numbers need to be finalised 2 weeks in advance of the event.

Beverages are charged @ £1.00 per cup. Light sandwich lunches start from £3.50 per person.

For full Catering details please contact: Mrs Melody Cotes ext 67095 e-mail melody.cotes@nuh.nhs.uk

EQUIPMENT

What equipment will you require?

The centre has a limited equipment store – you may be required to source any specialist items.

Equipment queries should be discussed with the centres Clinical Skills Technician: Julie Prince Ext 67093 julie.prince@nuh.nhs.uk or Senior Technician: Mark Kane ext 62460 mark.kane@nuh.nhs.uk for your simulation suite bookings.

Will Fresh Tissue be required?

The centres technician should be able to arrange any fresh tissue requirements; however they will require at least 4 weeks notice.

How much “set up” and “clear down” time will be required?

This may require you to book rooms the day before and after the event.

*The centre is generally open between 8am and 5pm, Monday to Friday; however exceptions **maybe** made with prior arrangement.*

Will Live Links be required?

Live links are provided by an external company and need to be arranged months in advance of the event.

Will you require the help of the centres multi-media technician?

The centre also has a multi-media technician available to assist with PowerPoint presentations etc (The centre sometimes experiences problems with Trust encrypted data – the centre’s multi-media technician should be able to help with this) Multi-media queries should be discussed with: Paul Knight Ext 67094 E-Mail: paul.knight@nuh.nhs.uk

PAYMENT DETAILS

All payments are arranged by Nottingham University Hospitals Finance Department. It can take weeks for a payment to be processed, thus it is important that all payment details be correct and provided at the time of booking.

The centre will be happy to discuss a quote in advance of your booking.

You may pay for room hire, catering, or equipment (including fresh tissue) charges via:

a) DEPARTMENTAL RECHARGE

The name of your department and its full 12 digit recharge code will be required at the time of booking

b) INVOICE (FOR EXTERNAL NON-NUH FUNDS ONLY)

Events being funded by external funds (i.e. non-nuh departments) may pay via an invoice, though VAT will be applicable.

A full address (can not be an NUH address), named contact, and telephone number, must be provided at the time of booking.

VISIT

When will you visit the centre to meet the team and discuss the course in more detail?

The majority of the team are in the office between 8am and 4pm, Monday – Friday though exceptions can be made with prior arrangement.

Please contact the admin office on Tel (0115) 924 9924 ext 67095 /67096 to arrange your visit.

The Team look forward to meeting you and supporting your event!