



Seminar Provider's Guidelines

Creative Development has funding from Fin Futures to help businesses in the area shown on the map and who have businesses within these main postcodes N4;N8;N15; N17 and N22

We have found it most effective to run small groups of 5-15 people, providing them with a seminar on a topic they really need to help their business.

The participants may attend for free providing

- they are a real business that has already started
- have their business address in the area with the right postcode
- only one person per business attends
- the participant signs the attendance sheet and provides information for the short registration form(pre populated by CD) which they sign when they attend
- the business has not received in excess of £132,000 of public funding in the last 36 months.

We can work with a seminar provider in a number of ways

The seminar provider should supply the following

- a well organised and effective seminar which lasts a minimum of 2 hours and allows an additional half an hour to register delegates and offer refreshments
- 5 or more delegates
- either to make use of the training rooms, presentation equipment and refreshments at Fin Future or make their own arrangements

At least two weeks before the seminar provider must supply Creative Development for verification by Fin Future

- names, business names and postcode of proposed delegates
- agenda for the seminar/clinic ,location and time
- handout with supporting material

- Requests for support with marketing

At least 3 days before the seminar/clinic you return the electronic version or the form to Creative Development with the information we request (this is just delegates details)

Payment of your fees

We will pay £50 per delegate who attends and for whom you return correct paperwork

You will of course, be able to use the opportunity to explain how your services may assist attending businesses in the future.

We will advertise any seminar you arrange unless you ask us not to. You will receive £20 for any additional delegate who comes from this source

Seminar/clinic provider supplies	Options
Seminar/clinic	x
Agenda	x
Handouts	x
Venue booking	x
Refreshments	x
Equipment	x
Materials	x
Participants	x
Oversees the completion of the paperwork	x
Fee Structure	£50 per delegate

Fee Examples

1. 5 participants supplied	£ 250
2. 10 participants supplied	£ 500

Notes

- A seminar is defined as 5 or more participants A clinic allows you to work with delegates on the same day in the same place in two hour slots for any number of people.(you will be required to add a few bullet points regarding the subjects covered)
- Details of the venue and agenda plus a brief outline for marketing purposes must be with us at least 2 weeks prior to the event
- Payment is made promptly as soon as the paperwork is approved
- Refreshments can be modest such as a soft drink, tea, coffee, biscuits.
- The seminar can be held on a time and date of the provider's choosing depending on the available dates. from a breakfast meeting to early evening
- Simple marketing material will be provided for contacting your clients on line or for placing on notice boards and must carry the funder's logo
- An additional payment of £20 will be paid to seminar providers who direct eligible participants to other courses provided by Creative Development . Payment will be made after the participant has attended the event and paperwork approved.
- The Fin Future programme runs until December 2009. If you would like to repeat this seminar several times throughout the year we would be happy to include it in our programme