

## Hosting a D&T:Connect After School Pop Up Course in Your School

Thanks for your interest in hosting a course in your school. We run a number of different types of courses and each has different requirements. This information covers the requirements for a D&T:Connect after school pop up course.

We also run standard one day courses and you can view venue requirements for these at <https://goo.gl/s4ppi7>. In addition, we run one day Roadshows which are more like mini conferences so they have more complex needs which you can view at <https://goo.gl/s4ppi7>.

The following are a rough idea of our requirements for a D&T:Connect event. Don't worry if you can't meet all criteria as it may be possible to change elements of the day.

### What is D&T:Connect?

- For more information on D&T:Connect events visit <https://goo.gl/cMcjEo>. This is a free after school short course that anyone can attend but it is usually aimed at supporting schools in a local area. As this type of event is free, and runs at a loss, we mainly run these courses close to where we live in Nottingham. If, however, we're running a course in another area it may be possible to run a D&T:Connect event after the main course, or occasionally the night before.
- The venue should be in an area where there's likely to be demand for a course and where there are good road and rail links (and preferably on site parking).
- The timings are from 4.15pm – 6.15pm (in some schools where more travel time is required meetings will start later and will therefore finish a lot later). We will usually need to arrive about 45 minutes before the event to set things up.
- The course usually has up to approximately 20 delegates places and is a bit like a mini one day course with similar content but in a shorter timescale. Delegates from the host school can attend, although in the case of a large department numbers may be limited.
- Schools should note that offering to act as host is no guarantee that a course will go ahead, and courses will need a minimum number of delegates to make them cost effective. With this in mind host schools are asked to promote the event locally e.g. through local networks.
- As the event is free and runs at a loss unfortunately we are not able to pay a room hire fee.

### What are the rooming requirements?

- Most D&T:Connect events don't need a specialist D&T room as we can bring equipment with us. A D&T space is a bonus but usually a meeting space or standard classroom works well. The room would need to be suitable for D&T type activities, including cutting and using a range of materials, as well as using equipment. Ideally, the room will have plenty of electrical sockets, as well as access to water nearby.
- The room would need to be suitable up to 20 delegates sitting at tables of four, as well as having additional space for delegates to move around in and space for a few resources to be displayed.
- The room would need access to a projector and screen (and preferably sound and internet) although we can bring our own laptop. The room would also ideally have access to male and female toilets close by.

### What does the host do?

- The school can choose to have members of staff attend the course or can just act as a host venue, without getting involved in the course itself. Teaching schools, for example, often act as a host without sending any of their own staff on the course because of their roles as centres of excellence.
- In most cases for D&T:Connect events there's limited work for the host to do, apart from being a point of contact. The host gets permission for the course to go ahead and we're responsible for all of the admin work, including contacting delegates.
- As this is a free event delegates are asked to bring their own refreshments. The host may choose to provide some themselves, but this is at their own cost.

Email [julie@julieboyd.co.uk](mailto:julie@julieboyd.co.uk) to express an interest in hosting a D&T:Connect after school pop up event at your school.