

The D&T Teacher Roadshow

Thanks for your interest in hosting a D&T Teacher Roadshow. The event is different to other courses we run, and is more like a mini conference, so our requirements are more complex than for a standard course. If you can't meet the requirements for hosting a Roadshow why not consider hosting a standard course instead?

For more information on the Roadshow, including photos of how it works in other venues, visit <https://goo.gl/iQDiue>

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

General information

- The venue needs to be open on a Saturday & have the flexibility for us to arrive and set up on a Friday afternoon (this can be after school but this may mean us staying until 6-7pm).
- Access on the Saturday may be needed from around 8am depending on whether we're able to finish setting up Friday afternoon. The course finishes around 3.40pm and we're usually packed away by 5pm.
- Ideally the venue will have good road and rail links and preferably have on site parking.
- We're happy to pay a room hire fee but this has to be minimal as the event has a low ticket price so our profit margin is tighter than on other courses. We usually offer 2 free tickets in exchange for room hire.
- As this is a low cost course delegates are asked to bring lunch with them but we provide basic refreshments so we'd need access to boiling water e.g. water urn, hot water flasks, several kettles etc. (we can bring tea, coffee etc.).

Room requirements

- Delegate numbers vary but we aim for between 25 – 36 teachers (the average is about 30). Ideally, we need a space that holds all delegates and still enable them to move around for activities.
- The best type of space is one that can accommodate D&T practical work using woods, metals, polymers, paper & board, and textiles. We don't necessarily need access to specialist equipment such as laser cutters, and RM tools, although this is a bonus (we can bring some equipment with us). The space would, however, need to be suitable for a range of D&T activities including cutting and using a range of materials. We would also need at least 15 sewing machines in good working order as well as access to water nearby. Ideally, the space would be one large room that can be split into 2 separate work areas works but rooms that are side by side might also be suitable.
- The spaces would also need access to a projector and screen
- We usually do a small display and would need space for this, either in the main delegate space or in a separate space nearby e.g. another classroom, a corridor.
- The room would need access to male and female toilets close by.

What the host is required to do before the event

- The host is our point of contact at the venue and they organise the room booking and getting the appropriate permissions from the school. They also make arrangements for us to have access to the room on Friday afternoon and on Saturday from around 8am – 5pm.
- The host provides us with a map and detailed instructions for delegates on how to get to the venue.
- For some Roadshows the host might be asked to provide a small amount of D&T work to showcase and they set this display up. This can be work from any year group and can be just one or two pieces per year. The only criteria is that work is of high quality and showcases best practices across all material areas in D&T. The host can coordinate with local schools for work e.g. if they have limited work to showcase or if their own school doesn't have A level students.
- The focus is on D&T GCSE so ideally the school would be offering this and be including all materials in their teaching. Schools offering other qualifications can still be considered as a host venue.
- Host schools are asked to promote the event to local schools e.g. through local networks.

What the host is required to do on the day of the event

- The host puts signs up to guide delegates to the room. They also welcome delegates as they arrive as well as generally making sure delegates are happy during the day, particularly during breaks.
- The host can participate in the activities & the school usually gets 2 free places in return for venue hire.
- There's no requirement for the host to present during the day although they can do this if they wish. Other hosts have, for example, done demos of equipment at lunchtime or talked for 5 minutes about a successful project.

What to do next

Email julie@julieboyd.co.uk to express an interest in hosting the event. It's useful if you include the following:

- A rough idea of how you meet the criteria listed above and any problem areas/criteria you can't meet.
- Information on any hire costs the school might charge (bearing in mind the host school gets 2 free tickets).
- Photos of the room and other spaces we might use so we can get an idea on sizes, layout etc.