

## Hosting a HEaTED course at your institution

### Benefits to you:

- One free place for a delegate from your organisation<sup>1</sup>
- You have first refusal for all delegate places for a period of 2 weeks before the course goes live on our website
- You are able to choose scheduled, on demand, or bespoke courses that your technical staff need
- Substantial reduction of travel time and associated costs
- An opportunity to showcase your organisation's facilities to technical staff from other institutions
- An opportunity for your technical staff to network with technicians from other institutions

### What you need to do:

- Provide a room with the usual presentation facilities (e.g., AVU and flipchart)
- Provide a catering contact and a key contact at your institution for us to liaise with during planning

### What we provide:

- We provide the course, the facilitator and all training materials
- We will promote the course on our website and in email communications to HEaTED members
- We will manage all bookings
- We will book the catering where required
- We will cover all catering costs
- Full delegate evaluation summary for the training and venue

Please contact Drolkyi at [admin@heated.ac.uk](mailto:admin@heated.ac.uk) for further information

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<sup>1</sup> subject to meeting minimum numbers required for the course where applicable