



FORM FOR BOOKING IPT UK REGIONAL MEETINGS/SIG MEETINGS

Please download your OWN copy and submit to contact@iptuk.net

Please complete this form with as much detail as possible. All fees to guests must be authorised in advance of booking.

YOUR NAME	
YOUR EMAIL	
EVENT TITLE e.g. London Regional meeting	
DATE	
START TIME	
FINISH TIME	
LOCATION Online platform? Zoom? Teams? Address?	
DO YOU REQUIRE INPUT FROM THE IPT UK ADMIN TEAM? e.g. hosting via Zoom?	
TITLE OF EVENT	
SHORT DESCRIPTION OF EVENT	
ARE THERE ANY FEES OR EXPENSES YOU WOULD LIKE TO APPLY TO IPT UK FOR? Please give all the details:	
ITINERARY OF DAY	
WHAT TOPICS WILL BE COVERED?	
IS THE MEETING OPEN TO OTHER REGIONAL AREAS?	

IS THERE A FEE FOR MEMBERS, NON-MEMBERS?	
IS THERE A LIMIT ON ATTENDEES? IF SO, HOW MANY?	
IF ONLINE, WILL YOU BE RECORDING THE EVENT TO SHARE ON THE IPT UK WEBSITE? (Please see Online Meeting Guidelines for compliance).	
WILL CPD/ATTENDANCE CERTIFICATES BE REQUIRED?	
ANY OTHER INFORMATION YOU FEEL WOULD BE HELPFUL	

*The IPT UK Admin Team is able to host events on their Zoom platform. Please be mindful when requesting this as a minimum of 4 weeks' notice is required.

General availability is 9am-1pm Monday – Thursday, however this is subject to change.

Once completed please email this form to: Contact@iptuk.net

The event will then be added to the IPT UK website and Eventbrite. Members in your area (and wider if selected) will be invited via email to book a place via JoinIt.

Please be aware of the following guidelines:

SECURITY

Post meeting correspondence should come from the Regional Rep/SIG lead hosting the meeting only.

******Emails should be sent using BCC not CC so that email addresses are not shown – this is extremely important for security of information. ******

Please always be aware when contacting members of your region or SIG of the following:

1. From our IPT UK Data Privacy Notice:

Mishandled information can have serious repercussions for IPT UK, including damaging relations and reputation, fraud, and breaches of the General Data Protection regulation financial penalties. IPT UK therefore takes its responsibilities in this area seriously.

2. From our IPT UK Code of Conduct Policy:

Maintain proper GDPR practice regarding issues of confidentiality and consent when conducting IPT and IPT related activities.

Information about service users should be treated as confidential and can only be disclosed to others who are authorised to receive it. Consent to use confidential information must be sought from service users when used for purposes of teaching and /or research. Data protection laws must be observed, and confidential information should be stored according to best practice.

3. When a member signs up via JoinIt they have to:

- o agree to my email address being added to the IPT UK Mailing List (in accordance with the GDPR).
- o understand that by being added to the mailing list, I will be contacted via email by IPT UK and its Regional Reps with various IPT-related news and training opportunities.

For clarification, this means that a member may be contacted for IPT UK related purposes only, unless you have documented consent to them receiving unsolicited emails from other members outside of the region/SIG. Post meeting correspondence should come from the Regional Rep/SIG lead hosting the meeting only.

FINANCIALS

IPT UK may offer assistance to Regions/SIGs who wish to have speakers that require a fee. This should be requested in advance for Executive Committee approval. IPT UK members should not be obligated to pay for speakers themselves. All fees should come from IPT UK directly and processed by admin following receipt of an invoice.