

A Region United

East Midlands, South Yorkshire and Humber Regional School-led Conference

Guidance to Completing Your Booking Form

You will be asked a series of questions at booking stage that you will need to have prepared and ready to input onto the system in order to book your places.

Please read through the guidance below with the supporting example details before you book your places at the conference.

*please note it should take a maximum of up to 10 minutes to complete your application.

Attendee Information:

- Each Teaching School will be allocated up to **three free places**. Each individual Teaching Schools will complete **one** booking form for their three places.
- At booking stage you will need to have full details including the **names, contact details** and **dietary requirements**.
- You will be asked to indicate the capacity in which colleagues will attending the conference (multiple boxes can apply).

*Please note additional tickets will be allocated directly to NLG Area Coordinators and Local Authority Representatives. **An alternate link will be supplied shortly** with further information to follow.

Teaching School Profile:

In order to provide a snapshot view of all of our Teaching Schools across the region and equip us with a process of understanding where particular strengths and expertise exists, we will be asking for a range of information regarding your Teaching School. All information submitted will be showcased at the conference and subsequently become available to access via the EMSYH portal.

Please note, we will include additional information to your showcased profile, however we will use the information we already have available to complete this on your behalf e.g. cohort designation, number of NLE's, SLE's, successful SSIF applications etc.

See below the information you will need to have ready at booking stage. [Click here to access an example.](#)

- **Teaching School strapline** (characters min 250– max 300)
- **Teaching School 'elevator pitch'** (characters min 750 – max 900)
- **Teaching School Phase**
- **Teaching Schools specific area of strength** (choosing from one of the Big 3)
- **3 areas of particular strength** (multiple tick boxes to choose from – pick up to 3, see example)
- **Twitter details if applicable**

If you would like any further information please contact rebecca.smith@emsyh.org.uk