

HET Events Booking Guidance



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healthcare

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Introduction

This guidance document outlines how the Healthcare Education Team (HET) Performance, Planning and Resourcing (**PPR**) team will provide support for event management.

Events are part of our core business and also play an important role in the delivery of education and training across LaSE. In providing clear guidance and a central resource to support these events, HET aim to provide a consistent, comprehensive and efficient service.

This guidance document explains how to submit a request to run a HET supported event. Where these events are concerned, the PPR team is responsible for approving, resource planning and reporting. Individual event organisers are responsible for the content and delivery of the events.

What events should be booked by Business Support?

All HET related events should be booked via the PPR team in HET. This includes:

- Regional training days
- School Inductions
- School Conferences
- Other training events

Event submissions for training events can be made by HoSs, TPDs, trainee leads/representatives or MEMs.

What support can be provided?

PPR team can co-ordinate all the supporting functions for events as requested by the organiser. This includes:

- Booking venues, catering and AV equipment (except for Regional Training Days where the venue should be located at a Trust, arranged by the events lead and details communicated to the PPR team via the portal). **Under exceptional circumstances, HEE may be able to provide a venue for an RTD.**
- Setting up on-line booking for event attendees and managing event bookings
- Event advertising through Synapse (on the relevant School/specialty page)
- Event communications
- Providing event administration including attendance lists and circulation of materials
- Managing HET staffing resource for the event (**Conferences/Inductions only**)
- Event surveys and standard evaluation
- Attendance reporting
- Certification of attendance

Event approval

You should ensure that the required approval and funding is in place ahead of planning your event.

Booking an event

Planning and requesting the event

Once the key elements of the event have been planned, then a request can be made for resources to the PPR team.

The process is outlined in a flow-chart at the end of this document.

The organiser should complete the HET Booking Request form via the service portal:

<https://lasepgmdsupport.hee.nhs.uk/support/home>

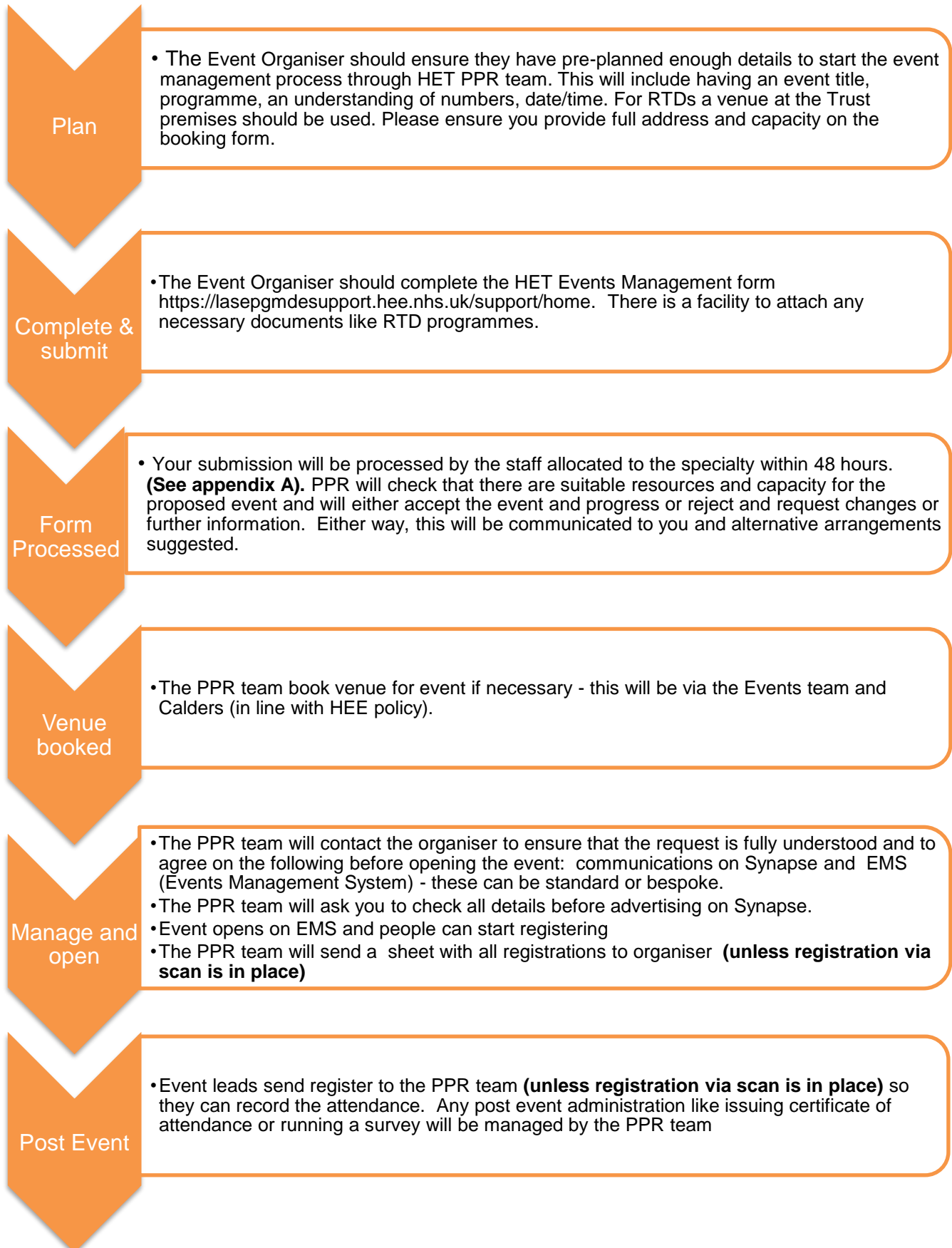
Once an event request has been received by the PPR team, they will check the available resources against what is requested on the booking and respond to the event organiser. If there are sufficient resources and the event is approved, then the team will work with the organiser to arrange the bespoke details of the event and establish more detailed requirements and timeframes.

On occasion it may not be possible to meet the requirements requested by the event organiser due to factors such as venue availability or resource requirements. If this is the case, a member of the team will contact the event organiser to discuss and agree on alternative arrangements.

General guidance

- A minimum 4-month notice should be given for all bookings (5 months for Conferences - this will be managed under a different guidance) This ensures there is sufficient time to manage resources available, venue and the requisite amount of time for invitations to be sent to trainees/speakers.
- Certain times of the year are busier for events than others and this should be considered when planning events that need to be held centrally. There is more limited capacity between January – March during the main recruitment rounds and June and July during ARCPs. Pressure on venues is especially high during these periods.
- When booking events with an annual programme, such as Regional Training Days, **a full programme of dates for the year should be submitted up front**. This will allow all events to be released and advertised at a single point in time. If possible, venue details should be provided too but we understand that at times it may not be possible and further details will have to be provided at a later stage.
- Any venues and catering required will be booked in line with the relevant HEE policy.
- All event documentation, programmes and literature should follow the appropriate HEE branding requirements. Event organisers should speak to PPR at the time of booking if they need assistance in managing this.

Process



Appendix A

All Events request forms should be submitted via the portal
<https://lasepgmdesupport.hee.nhs.uk/support/home>

PPR phone number: 0207 866 3247

Email address: HETbusinesssupport.lase@hee.nhs.uk

PPR Contacts

Specialty	Officer	Administrator
Faculty 1: Dental, Foundation, Public Health & Occupational Medicine		
Dental	Emma Curry	
Public Health	Laura Paron	Mohammed Alom
Occupational Medicine	Dorothee Mattocks	
Faculty 2: Medicine & Pathology		
Audio vestibular Medicine	Dorothee Mattocks	
Chemical Pathology	Dorothee Mattocks	
Clinical Genetics	Dorothee Mattocks	
Clinical Pharmacology & Therapeutics	Dorothee Mattocks	
Core Medical Training (KSS and South London)	Dorothee Mattocks	
Diagnostic Neuropathology	Dorothee Mattocks	
Endocrinology & Diabetes	Dorothee Mattocks	
Genitourinary Medicine	Dorothee Mattocks	
GIM	Dorothee Mattocks	
Histopathology	Dorothee Mattocks	
Histopathology	Dorothee Mattocks	
Infectious Diseases	Dorothee Mattocks	
Medical Microbiology	Dorothee Mattocks	
Medical Oncology	Dorothee Mattocks	
Medical Virology	Dorothee Mattocks	
Nuclear Medicine	Dorothee Mattocks	
Palliative Medicine	Dorothee Mattocks	
Rheumatology	Dorothee Mattocks	
Stroke Medicine	Dorothee Mattocks	
Faculty 2: Medicine & Pathology		
Acute Medicine	Himayatali Ughradar	
Allergy	Himayatali Ughradar	
Cardiology	Himayatali Ughradar	
Clinical Neurophysiology	Himayatali Ughradar	
Core Medical Training (North London)	Himayatali Ughradar	
Dermatology	Himayatali Ughradar	
Gastroenterology	Himayatali Ughradar	
Geriatric Medicine	Himayatali Ughradar	
Haematology	Himayatali Ughradar	
Immunology	Himayatali Ughradar	
Medical Ophthalmology	Himayatali Ughradar	
Neurology	Himayatali Ughradar	
Paediatric and Perinatal Pathology	Himayatali Ughradar	

HET Events Booking Guidance V.7

Paediatric Cardiology	Himayatali Ughradar	
Rehabilitation Medicine	Himayatali Ughradar	
Renal Medicine	Himayatali Ughradar	
Respiratory Medicine	Himayatali Ughradar	
Sport and Exercise Medicine	Himayatali Ughradar	
Faculty 3: General Practice, Paediatrics & Psychiatry		
General Practice	Charlotte le Goff	
Paediatrics	Orla Walsh	Christina McCulloch
Psychiatry	Orla Walsh	Christina McCulloch
Faculty 4: Surgery, Clinical Radiology & Ophthalmology		
Surgery (All specialties)	Halima Chowe	Davina McGowan
Radiology	George Millan	Rukshana Begum
Ophthalmology	Halima Chowe	Davina McGowan
Faculty 5: EM/ACCS, Anaesthetics, Obstetrics & Gynaecology		
Emergency Medicine/ACCS for EM	Fiona Oteng	
O&G	George Millan	
Anaesthetics/ACCS for Anaes/ICM	Iftexhar Ahmed	