



Arrangements for the Media Relations and Crisis Communications Workshop

General:

1. The facilitator is **Mr Alan Arguile**.
2. Please consult the register for catering numbers and I will advise of any special dietary requirements via email. Please include the trainer in the catering headcount.
3. Please could the room be arranged with desks/tables in a horse-shoe or U-shape arranged with the presenter's table and projector screen at the 'top'/'head' of the U-shape? There is much group discussion at the tables so the seating should bear that in mind but, while sitting the delegates need to be able to swivel to see the screen and facilitator at the 'top' of the room.
4. We will need a **screen and data projector** for a PowerPoint presentation (**and speakers to amplify the sound of the short video clips he shares**). Alan will bring his laptop but let me know if you have a fixed set up which he can use instead (then he can bring the
5. Flipchart with paper and large bull dog clips to hold sheets of group feedback onto the flipchart.
6. Paper/pens – hopefully all will bring their own so no need to put out unless you have available.
7. I will send through a SACE register a few days before the workshop, once the delegate list has been finalised. **Please print the register in landscape format and fit it to page, so that the full text appears.** Kindly have only one register in the venue and have all in attendance sign. Kindly then give the original to the presenter to bring back to the office for our files but only once it has been scanned and emailed to me for a back-up copy.

Programme and catering:

8. The time of the workshop is **09:00 – 14:00**
9. The catering needs are simple: coffee/tea and a substantial snack (muffins; sandwiches) ready from 08:30 then a light lunch from 12:00 – 12:30. Please invoice us for the costs incurred up to a maximum of **R100 per person** for this. Please invoice me at ISASA at

amyb@isasa.org for the catering after the workshop. Water and glasses available on the tables would be appreciated, if that is possible.

Parking:

10. I will need to load details onto the workshop event information online for delegates to know the following:

- Full physical address of the school
- Internal venue
- Parking information
- Directions once on campus

Providing this information will help to limit disruption to your school by visiting delegates.

Thank you for all you help in organising and hosting this event!