



Arrangements for the Performance Management Workshop

General:

The facilitators are **Helen Atkinson** and **Gail Forsman**.

1. We would like the room arranged as if for a practical workshop please – tables and chairs around the room rather than rows of seats (i.e. not auditorium style). A U-shape/horse-shoe shape works really well. Helen and Gail will talk from the top, so please arrange the tables so that people can see the front for the lecture sessions and presentations.
2. We will need a screen and data projector for a Powerpoint presentation. Gail always brings her laptop but let me know if you have a fixed set up which she can use instead (then she can bring the presentation to be loaded when they arrive).
3. Paper/pens – hopefully all will bring their own so no need to put out unless you have available.
4. Notes – I will email the SACE register closer to the time. **Please print the register in landscape format and fit it to page, so that the full text appears.** Kindly circulate only 1 copy and have all attendees sign it, then kindly scan and email it back to me and give the original to the facilitators. The register need only be signed on the first day.

Programme and catering:

5. The starting time of the workshop will be **09h00** each day and it will finish around 16h00.
6. I would appreciate it if you could arrange the catering for us and we will reimburse you for the costs incurred up to a maximum **R150 per person per day** for this – tea/coffee only on arrival and in the afternoon, morning tea with a snack and a light lunch during the day. Please invoice me at ISASA at amyb@isasa.org for catering after the workshop.
7. Please note that the maximum number of delegates for this workshop is *24 plus 2 facilitators*. I will, however, confirm the actual delegate number a week before the workshop.

8. We would appreciate tea/coffee on arrival, available from about 08:15. From then on times are much as normal – morning tea around 10:30, lunch at 12:30 or 13:00, and then maybe afternoon tea just available for delegates to collect and go back in to the workshop.
9. Water and glasses available would be good if that is possible.

Venue and 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
- the internal venue
- parking information
- any directions once on campus

This will help to limit disruption to your school by visiting delegates.

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