TRI-ORM Workshop Checklist

Prior to the workshop

Action	Responsibility	Action Completed (date)
Confirm workshop with venue, ensuring they have suitable rooms Is there a seminar room arranged with conferencing style tables and break out space? Is there a computer room with 20 + pcs with internet access? Is there a pc with internet access and projector in both rooms (for presentations)? Are the computer room and the seminar room close to one another? Is there a clearly designated table for registration and is someone able to register participants?	Leicester team	
Confirm there will be a link IT person and someone to register delegates on the day	Leicester team	
Provisionally arrange catering	Leicester team	
Liaise with IT person to confirm guest accounts and access to the internet	Leicester team	
Arrange travel arrangements and hotel for presenters. Hotel to be booked and paid for in advance.	Leicester team	
Arrange parking for presenters/evaluator	Leicester team	
Accept registrations and confirm place by email	Leicester team	
Update pre-workshop online questionnaire with new venue details	Leicester team	
Produce workshop feedback sheet, send to Leicester for inclusion in the delegate pack	Evaluator	
Presenters review slides and print for delegate packs	Presenters	
Prepare workshop delegate packs	Leicester team	
10 copies of the directions sheet	Leicester team	
Email confirmation, location and travel details to delegates	Leicester team	
Arrange all computer accounts necessary for participants e.g. BOS	Leicester team	
Email participants and ask them to complete the pre-workshop questionnaire	Leicester team	
The day before		
Review rooms liaise with IT person	Leicester team	
Following workshop		
Forward a thank you to participants	Leicester team	
Send feedback forms to evaluator	Leicester team	