

# Forest School Association 10th Year Celebration Conference

# 29th September – 1st October 2023

# Workshop Provider Form

We are looking for inspirational people who can facilitate practical hands-on & theoretical workshops – e.g. exploring new theories, activities, crafts, games and ideas, within the conference theme of **30 Years of Connection**, that delegates can take back to their Forest School settings.

If you would like to apply to provide a workshop at the conference, please fill out the form below and return it via email to nic@forestschoolassociation.org using the link at the end of the form. The conference planning group will meet to discuss all workshop applications and will contact you in due course to formally invite you to present at the conference.

We are asking for 2 hour workshops but there is an option to offer shorter workshops on the Saturday afternoon – 1.5 hours in duration, these will be offered with a staggered start time with some starting at 1 pm and others starting at 1.30pm, allowing for delegates to relax after lunch.

The information given in section 2 can be used when creating your EEQU event profile, this will reduce the amount of work you will need to do to set up your workshop bookings online.

Please provide a separate Risk Assessment for your planned activity and email it with this form. Please provide a copy of your public liability or professional indemnity insurance – this will be held securely and destroyed immediately after the conference.

**Incentives for Workshop Providers**

Thank you so much for offering to run a workshop at the FSA Conference: Climate of Hope, Sustainable Forest School.

As a thank you for volunteering your workshop with us we are offering the following incentives. As a charity organisation, we are unfortunately unable to offer any travel expenses. *\*This saving can be redeemed against other types of Danbury Outdoor’s accommodation at the conference\**

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| **Workshop leader providing 1 workshop**You get 1/3 off the price of a weekend conference, catering and camping ticket (a saving of £52\*) |
| **Workshop leader providing 2 workshops**You get 2/3 off the price of a weekend conference, catering and camping ticket (a saving of £105\*) |
| **Workshop leader providing 3 workshops**You get one free weekend conference, catering and camping ticket (a saving of £157\*) |

**Section 1: Your Details:**

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| **Name:**  |        |
| **Organisation:**  |         |
| **What connection do you have with the FSA?**  | *i.e. member/ Local group member etc*       |
| **Address:**  |       |
| **Phone:**  |       |
| **Email:** |       |
| **Website:**  |       |

**Section 2: Workshop Details:**

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| **Information to be included in the conference programme & publicity material.** |
| **Workshop (Experience) Title** |       |
| **Workshop (summary) description** (200 words max.)**:**  |       |
| **How many workshop slots can you offer – 1, 2 or 3? (**Please see below for thank you incentives**)** |  |
| **When ideally would you prefer for your workshop to take place?** | [ ]  Saturday am[ ]  Saturday pm early start [ ]  Saturday pm Later start [ ]  Sunday PM[ ]  Any of the above |
| **About you:** i.e. about your FS journey, achievements, and/or skills etc. This will be used for inclusion in the publicity material. Maximum of 150 words or less.  |       |
| **Please describe the learning objectives of your workshop.**  |       |
| **How many people would you like to deliver to? (average 15-20)(practical workshops average 8+)** |       |

**Section 3: Workshop Requirements:**

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| **Approximately how much space does your workshop require? Based on the numbers below** |       |
| **Are there any facilities that are essential workshop needs? (e.g. power, access to water, trees etc, space to put up a gazebo, a firepit)** |       |

**Section 4: Insurance and risk assessment**

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| **Do you have public liability insurance?** Please provide a copy of your policy with your application  | [ ]  Yes[ ]  No  |
| **Do you have professional indemnity insurance?**Please provide a copy of your professional indemnity insurance with your application | [ ]  Yes[ ]  No  |
| **Are you first Aid trained and able to bring a first aid kit for your workshop?**  | [ ]  Yes[ ]  No  |
| **Do you have an Activity Risk Assessment for this workshop?**Please provide a copy of your Activity Risk Assessment with your application.  | [ ]  Yes[ ]  No  |

**Section 5: other conference opportunities**

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| **Additional conference Opportunities** |
| **Would you like information about running a trade stand at the conference?** | [ ]   |
| **Would you like information about purchasing an advert in our conference programme?** | [ ]  |
| **Would you like information about becoming a conference sponsor?** | [ ]  |

**Submission of this form:**

**Before you submit this form via email :**

**Please attach:**

* A photo for use in publicising your workshop, the FSA website and on our Social Media.
* Relevant insurance documents - Public Liability Insurance, Professional Indemnity Insurance
* Activity Risk Assessment

Link to submit your completed form by email.

Please ensure you have attached this form and any relevant paperwork in your application. When the conference bookings go live we will contact you to tell you how to book your conference ticket to ensure that you get the correct reduction applied. We need to ensure that everyone is booked in so that we know who will be on-site to fulfil Danbury’s fire safety regulations.