

Freedom of Information Act Workshops

A series of training events on the Freedom of Information Act.

Client	Constitution Unit, University College London
Venue	School of Public Policy
Duration	Three half day events
Invites	Printed and email invites to Constitution Unit contacts and emails to bought in lists of contacts.
Delegates	Senior professionals from public sector organisations including local authorities, government departments, police forces and quangos across the UK.
Numbers	The first training session was fully booked with 45 delegates. Following feedback from delegates and discussions with our client the second and third training sessions were capped at 30 delegates to allow more detailed discussions in the training events.
Speakers	Experts in constitutional affairs, both policy makers and academics.
Format	Plenary followed by a series of three 45 minute specialist workshops and a final review of the day.

The Constitution Unit provided their contacts which we supplemented through our own research and the purchase of commercial mailing lists. We controlled the invitations and oversaw the booking arrangements, encouraging delegates to book online but also accepting phone, fax and postal bookings.

We identified venues and managed the setup, catering and equipment hire to ensure the training events ran smoothly.

We worked with the speakers to prepare biographies and collate their PowerPoint presentations for the delegate packs. We also included some briefing papers and other documents provided by our clients.

We welcomed guests on the day and provided personalised name badges and programmes.