

**LIVE ONLINE WORKSHOP - BOOKING FORM**

Thank for your showing interest in the Southern Universities Network (SUN) ‘LIVE Online’ workshop offer.

Please complete this booking form and return to your SUN Project Leader/Project Coordinator.

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| **FOR SCHOOL/COLLEGE TO COMPLETE** |
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| **SCHOOL/COLLEGE INFORMATION** |
| **School/college name:** | Click or tap here to enter text. |
| **Name of contact:** | Click or tap here to enter text. |
| **Contact e-mail:** | Click or tap here to enter text. |
| **Contact phone number:** | Click or tap here to enter text. |
| **Name(s) of the school/college staff member/s that will be present to facilitate our live online session:** | Click or tap here to enter text. |
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| **BOOKING PREFERENCES** |
| **Which Live Online workshop do you require:** | Discover Apprenticeships |[ ]
|  | Discover Careerpilot |[ ]
|  | Discover Money Explorer |[ ]
|  | Discover Your Options |[ ]
| **Year Group:** | Choose an item. |
| **Number of workshops required:** | Choose an item. |

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| **Date workshop required:** | Click or tap to enter a date. |
| **Timings:** | Click or tap here to enter text. |
| **How many students will there be in the workshop?** | Click or tap here to enter text. |
| **Are there any student learning needs that we need to be aware of prior to the session?** | Click or tap here to enter text. |
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| **LIVE STREAMING REQUIREMENTS** |
| **What is your live streaming requirement for the workshop?** | Choose an item. |
| **If you are requesting to stream to multiple classrooms, how many will it be for?** | Click or tap here to enter text. |
| **If streaming into multiple classrooms, can you confirm a member of school/college staff will be allocated to each classroom in order to facilitate the session?\*** | YES |[ ]  NO |[ ]
| **Will there be an opportunity prior to the workshop to carry out a ‘test call’ to check audio, visual and internet connection quality?** | YES |[ ]  NO |[ ]

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| **LIVE STREAMING CHECK LIST** |
| **What equipment will you be using for the workshop?** | Laptop/Computer |[ ]  Microphone |[ ]
|  | Microphone |[ ]  Headphones |[ ]
|  | Speakers |[ ]  Internet connection |[ ]
| **How will the live workshop be screened / broadcast in school?** | Choose an item. |
| **If you have chosen ‘SUN-to-student’ delivery. The session will automatically be recorded by SUN for safeguarding purposes.****Would you like a copy sent to you?***A link to the session recording will be emailed to you post workshop and a copy will be securely stored on Glasscubes for 7 working days, then be deleted.* | YES |[ ]  NO |[ ]
| **If you have chosen ‘SUN-to-front of class’ delivery. You have the option for the session to be recorded.** **Do you wish for it to be recorded?***If yes, a link to the session recording will be emailed to you - post workshop, and a copy will be securely stored on Glasscubes for 7 working days, then be deleted.* | YES |[ ]  NO |[ ]
| **Do require a copy of our Virtual Delivery Risk Assessment** | YES |[ ]  NO |[ ]
| **Do you have a safeguarding policy or agreement for online delivery?***If yes, please attach it along with this booking form via email.* | YES |[ ]  NO |[ ]
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| **ADDITIONAL INFORMATION** |
| **Is there anything else that we need to be aware of ahead of the live session?** | Click or tap here to enter text. |

As part of our commitment to safeguarding, all SUN Staff are enhanced DBS checked, but are not able to deliver the session without a member of school staff present throughout the entirety of the live session.

\*If delivering to multiple classrooms/locations then a member of staff must be in each classroom. In addition, the member of staff will need to be in communication with SUN staff (via the video chat function) to facilitate the session.

By completing this booking form, you understand that you will need to provide the SUN with the names of school/college staff who will be present during the live online workshop.

Once your booking is received and confirmed you will receive a copy of our virtual delivery guidance document and virtual risk assessment.

**Signed:** Click or tap here to enter text. **Date:** Click or tap to enter a date.

*When the form is complete, please return it via email to your SUN Project Leader/Project Coordinator. Once received, we will be in contact via either phone or email to discuss the finer details of the booking. Again thank you for your interest in our ‘LIVE Online’ workshop offer.*