

This booking form can be photocopied

About your organisation

Name of organisation: _____

Address of organisation: _____

Telephone: _____ Email: _____

About your delegates

Delegate 1: Full Name _____ Email _____

Please state any access requirements _____

Please state any dietary requirements _____

Workshop Choices*	First choice	Second choice
Morning Session		
Afternoon session		

Delegate 2: Full Name _____ Email _____

Please state any access requirements _____

Please state any dietary requirements _____

Workshop Choices*	First choice	Second choice
Morning Session		
Afternoon session		

* Whilst we will do our best to accommodate your requirements, please note that the workshops will fill quickly and will be allocated on a first come first serve basis. Therefore, we ask that you please select a first and second choice for both the morning and afternoon session to help us accommodate your needs.

Do you require a Trade Stand? Yes No

Cost of Trade Stand: (£10 or £50) £

Do we have permission to send you information about future conferences, events and training opportunities?

Yes No

Cost for delegates: (£30 each) £

TOTAL COST £

Please make cheques payable to: South Shropshire Furniture Scheme and return to SSFS, Renaissance Centre, Tower St, Ludlow
Delegates will receive confirmation of their place via email unless we are advised otherwise

You are invited to select a first and second choice for both the morning and the afternoon workshop sessions. Whilst we will endeavour to meet your first choice, please note that workshop capacity is limited and it may not be possible to meet every delegate's preference as conference places fill up.

Morning Workshops

Legal structures for social enterprise—an overview of the legal structures that could be considered for new enterprises and the pros and cons of these.

Marketing your enterprise—an overview of simple and effective marketing techniques to get information about your enterprise to prospective clients

Budgeting, costing and pricing—a session looking at the practicalities of charging for services, including how to ensure you don't under-cost your work and how to convey value and quality.

Preparing to bid for commercial contracts—an insight into the commissioning environment and an opportunity for you to consider the steps you need to take to get ready to tender for contracts.

Afternoon Workshops

HR issues for small organisations—an opportunity to consider the human resources issues arising from the growth of your enterprise.

Innovation and income diversification—a session aimed at helping you think about how you could grow your enterprise by generating a portfolio of new ideas based on your existing strengths.

Using new media to get your message across—an insight into how ICT and social media (eg Twitter and Facebook) are being used by enterprises as opportunities to reach new audiences

Opportunities for social enterprise within the Transformation of Adult Social Care—an insight into how the Transformation Agenda could present opportunities for enterprises to deliver services to individuals

Trade Stand prices

Local social enterprises £10 for 2m x 2m square space

Commercial organisations £50 for 2m x 2m square space