

Local CET from ABDO – guidance for local event directors

Any ABDO member or group of members can host a local CET session. Holding a CET event need not be a massive commitment. The CET department will suggest a programme with the aim of providing 6 CET points, invite local members and take care of the administration either side of the event. All that's required is for you to find a suitable venue, be available for contact with the CET Office over the timespan from idea to event, and be there to check people in and ensure the smooth running on the date of the event. You can do it alone or with a couple of colleagues to help you on the date. CET meetings can be day, part-day or evening, any day of the week, for 20 to 30 people. This is a great opportunity for you to be an active part of your association and help its members take part in CET which is convenient and enjoyable, without being part of a committee or making a huge ongoing time commitment. However, you can certainly do more if you'd like to.

Finding a venue

Suitable venues:

- Small hotels
- Practices
- Community centres
- Venues which advertise meeting spaces
- Colleges

Venue Requirements:

- 20 – 30 seats in cabaret/banquet style (seating 8 – 10 around tables)
- Tea/coffee and small buffet
- Room charge up to £30 hourly
- Delegate rate up to £12 (including buffet and tea/coffee)
- Data projector and screen at no extra charge
- Free or low cost accessible car parking

Booking the venue

ABDO will book the venue, once a suitable location is found by the member.

Keeping in contact

You **must** be available to keep in regular contact with the CET department, who will send you details of the proposed programme, sponsors and attendees before the event.

At the event

- Arrive in good time to liaise with the venue staff and greet early attendees
- Check refreshments are as ordered and served on time
- Set up a registration table and check attendees in on arrival
- Introduce the evening briefly. (This can be either yourself or someone braver!)
- Distribute any paperwork provided by ABDO

- Ensure all who attend sign an attendance sheet for each CET element
- Collect paperwork to send to CET Office asap after the event

After the event

- Notify ABDO of any no-shows
- Post back attendance sheets and other paperwork to the CET Office asap. Include comments on your experience.
- Submit travel and postage expenses claim to CET Office
- Be available for the CET Office to contact you with any queries which might arise

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