

# Booking a Scotland Goes Global Ambassador 2014

This document outlines the booking process for a Scotland Goes Global Ambassador for 2014. Please read the full document before booking an ambassador for your school, college or university.

## Booking process

Bookings for the coming academic year are now open.

The earliest date we are offering training from is 1 October 2012.

Complete your forms and submit them at least 3 weeks in advance of the proposed date.

We are keen to work with you to ensure the session is inspiring for your students and is an excellent, efficient service. When making your arrangements we ask you to consider that we estimate each session costs NUS Scotland around £145 to deliver. This includes the costs of training and supporting our team of Ambassadors, and the costs associated directly with session delivery.

Whilst we wish to be flexible and we completely understand the difficulties in predicting the attendance at any one session we ask you to take some steps in ensuring good attendance at our sessions.

Please consider the date and time of your session and ensure it meets the availability of your students.

Have you allowed sufficient time for promotion of the session? Please consider a range of promotional techniques including email, posters

and most importantly promotion by key staff directly to students – further guidance on promoting your session will be available on our website shortly.

At least 15 participants per session is ideal with a maximum of 20.

## Confirmation of booking

You will receive an email once your booking has been confirmed. At this point we will request further information to help us provide a smooth service.

You will also receive details of your allocated Ambassador as soon as this is available and they will be in contact with you before your allocated session. If we are unable to allocate an Ambassador we will inform you at least ten working days before the session is due to be delivered and work with you to find an alternative date.

## Pre-delivery

Due to the participatory nature of the session we ask that:

The minimum number of people attending is eight and the maximum 25. To ensure the service we deliver is cost effective we ask that you aim for at least 15 participants per session. If you would like a session with more than thirty please contact the office to discuss your requirements.

You notify us about any students who are attending with **additional support needs as far in advance as possible so we can make any necessary adjustments.**

The room is fully accessible, is a suitable size and in a suitable location.

The room be set up in either cabaret or horse-shoe format with enough tables and chairs for those attending.

You provide the trainer with flipchart and pens. Should you need to cancel a training session we ask that you inform us at least one week before the date. Should you notify us within a week of the training date, we still need to pay the Ambassador for the delivery of the session.

## Post-delivery

Once the session has been delivered the Ambassador will collate the feedback forms and attendance lists. The collated evaluation data will be available at the end of the 2012-13 academic year.

If you have any queries about the booking process or anything to do with Scotland Goes Global Ambassador sessions please contact Helen O'Shea [helen.o'shea@nus-scotland.org.uk](mailto:helen.o'shea@nus-scotland.org.uk)

# Process Map

## Global Ambassador Bookings 2014

