



Regional Host

Each IDPE region holds 2-3 regional meetings per year and each meeting is hosted by a different member school.

This is a one-off commitment and focuses on the organisation and hosting of one IDPE regional meeting.

Typical responsibilities include:

- Working with your Regional Vice President (RVP) to agree a date for the meeting and communicating this to IDPE to enable invitations to be issued
- Provision of a room within the host school for approximately 30 attendees (this may vary depending on the space available and the number a host or RVP feel is appropriate.)
- The space would need to be available for the duration of the meeting, to be agreed with the RVPs
- Liaising with your RVP's to agree a timetable – the RVP's would be responsible for preparing the final agenda
- IDPE send all communications to regional members: The attendee information would need to include from the host: any arrival or parking instructions for the host school; if there is a charge for refreshments or lunch (we suggest a maximum of £10 to be paid on the day)
- IDPE office will provide an attendee list in excel format, so badges can be produced by the host, if required. This list will also include any special dietary requests.
- IDPE will provide any additional administrative support, as required

You will have the continued support of the Regional Vice President and the IDPE office throughout.

If you would like to host a regional meeting or would like more information please contact your Regional Vice President.