



Submitting information for publication on the Forum Website

If you would like us to advertise courses, events or conferences that you are offering please consider the following:

- SDVSMHF reserve the right to make any changes it feels necessary to any items submitted to be placed on the website. We also reserve the right not to publish information sent to us if it is not relevant or appropriate to the purpose of our organisation
- SDVSMHF cannot be held responsible for any communications with providers arising from information placed on the website
- SDVSMHF will endeavour to place submissions on to the website within 10 working days
- If you have a complaint about any aspect of the service please contact SDVSMHF details provided below:
- We will contact organisations every 3 months to remind them to update us
- New submissions can be made at any time and whilst email is the preferred route we will accept paper copy

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Telephone: 01773 599995

email: ruth.stretton@sdvsmhf.org.uk

Checklist

Yes/No

- ▶ Are the title, name of provider, dates, venues, clear?
- ▶ Are the costs indicated – do they vary for different groups/individuals?
- ▶ Is there a brief overview and objectives?
- ▶ Have you addressed equal opportunities within the application forms or on your website i.e. disability access, e.g. hearing loops, access to venues etc, special dietary needs etc?
- ▶ Who is the course/event/conference for, volunteers, trustees, staff, and service users? Do they need specific experience or knowledge?
- ▶ Are there any special requirements e.g. geographical area, specialist groups like advocates or support workers?
- ▶ Is there a time-limit for applications to be submitted by?

**Organisations that provide significant
training, conference or events programmes**

We will put a brief overview of the sorts of training, conferences or events provided, on the website, which you may wish to submit to us. The overview will be linked either to pdf documents that you provide for each activity, or to the learning and development/training part of your website