

Hosting Training Courses for HBAA

Why Host a training course?

- We anticipate that Booking Agents will attend the courses so it's an ideal opportunity to **showcase your facilities/services** to our agent members as well as your competitors. Venues have benefited from an increase in business after hosting a course.
- We offer you a free delegate place, worth **£195 + VAT**, to thank you for hosting the course at your venue.
- Maximum numbers of delegates is generally 16, however some will be for 12 & 6 delegates.

What is required of the hosting venue?

- The room will be required from 9.00 am – 5.30 pm with an opportunity for a show round of your hotel after lunch. Please work towards this schedule:

9:00–9:30	Arrive and Coffee/Tea
9:30	Start
11:00–11:15	Coffee/Tea
12:45–13:45	Lunch and showround
15:00–15:15	Coffee/Tea
17:00–17:30	Finish – delegates depart

- We ask you to provide a minimum of 3 servings of refreshments and a buffet lunch (outside of the training room)
- A day delegate rate of £29 + VAT for London venues, £26 + VAT outside London including VAT, to include equipment, e.g. projector/screen/flipchart
- Complimentary accommodation for the trainer the night prior, if required.
- Agent rates for overnight accommodation for delegates that we will promote on the website
- Terms & Conditions in more details are below

Meeting Room Requirements

- Meeting room with natural daylight, to take up to 16 delegates 'U' shaped. A large room is required to allow for role-plays to take place in the same room
- Top table to the side for the trainer to display notes
- Small top table to the centre for a laptop computer and data projector
- **Equipment Required:** LCD projector, screen, flip chart stand with pad and pens, extension lead

What will be required of the HBAA?

- To confirm numbers 7 days prior to the course. The invoice will be based on these numbers
- To pay invoices promptly

Training Course Venue Booking Terms and Conditions

In order to avoid any misunderstanding in respect of the training courses or meetings booked at your venue, the following terms and conditions of business apply to **all** bookings made by the HBAA.

- All HBAA training courses, seminars and meetings are booked at a specially negotiated rate of £29.00 (London courses) and £26.00 (outside London) day delegate plus VAT.
- No DDR will be charged for the host place or trainer.
- Day delegate rate will include as a minimum: 3 servings of tea/coffee, hot and cold buffet lunch, iced water in meeting room and with lunch and conference stationary, data projector and any AV equipment as specified.
- All food and drink ordered separately from this will be paid for by the delegate
- A senior member of the management team to greet the trainer prior to the commencement of the course.
- Training rooms need to be adequate for the numbers and should have natural daylight and air conditioning (especially courses running from May-August).
- Lunch should consist of a hot and cold selection with adequate provision for dietary requirements. This can be provided as a working lunch outside the training room or in the restaurant.
- Bottled water to be provided in the training rooms and the rooms should be 'serviced' at each break. Jugs of water should be provided with lunch. All beverages other than water should be paid for by the delegate.
- Complimentary accommodation/breakfast for the trainer the night prior to the course, if required.
- Agent rate for delegate accommodation (if residential venue). Delegates responsible for settling this on departure.
- Venue will not move/book out the training course without prior discussion with the Executive Office.
- In the event that the course has to be cancelled, the venue will get no less than 7 days' notice and the HBAA will not be subject to cancellation/shortfall charges.
- HBAA do not specify minimum numbers with the venue, although we cannot run a course with less than 5 delegates.
- No deposit will be paid and the final invoice will be settled by the Executive Office within 30 days of receipt of a correct invoice. This is to be emailed post event to executiveoffice@hbaa.org.uk
- Full details of contacts will be provided on confirmation of the course.