**NCASC 2020 Workshop bid application form**

We are currently seeking bids to run workshop sessions at the National Children and Adult Services Conference (NCASC) 2020. Workshops provide a vital opportunity for attendees to look at current issues, new and future development, and examples of innovation and good practice.

**What we are looking for**

* The conference organisers are looking for bids that reflect the breadth of key issues and priorities within children’s and adult services at a strategic level, ideally with participation from senior representatives in councils.
* Particular consideration will be given to bids in adult services which share innovation and include the voice and perspective of those with lived experience, either in person or represented in another way. The Committee welcomes user involvement and considers it to be particularly important in designing the programme relating to adult services.
* Delegates have indicated a clear wish for fewer speakers and more opportunities for discussion during the sessions. One chair and two speakers should be the maximum for each workshop to allow plenty of time for interaction.
* When considering speakers, please note only one speaker per session will receive a free place for that day / session. All other speakers will need to register their attendance and pay the relevant delegate fee. No further complimentary speaker passes will be available unless this is for a person with lived experience.

**The Application Process**

* The application form is straightforward and brief. It covers: contact details, session title, session outline, proposed speakers and work area.
* The deadline for submitting completed bids is Tuesday 14 April 2020 at the absolute latest. We will not be able to accept bids submitted after this date. We aim to let you know the outcome from Monday 25 May 2020 onwards. We will not be able to let you know the outcome prior to that date.
* All bids will be considered by the conference planning committee made up of representatives from LGA, ADASS and ADCS.

**Speaker attendance**

* We will provide the workshop room and equipment (laptop, projector and screen) free of charge.
* Only one speaker per session will receive a free place for that day / session. All other speakers will need to register their attendance and pay the relevant delegate fee, except people with lived experience.
* Workshop speakers have to organise and pay for their own travel and accommodation – these and any other expenses will not be reimbursed either fully or partially.

**Queries**

* Please contact [Amanda.fry@northyorks.gov.uk](mailto:Amanda.fry@northyorks.gov.uk) for any queries about the workshops.

**Workshop bidding form questions – all sections must be completed and form returned by Tuesday 14 April.**

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| **Q1: Session Title:** |
| **Q2: Session Outline: what issues will your session address?**  *A minimum of half the session time should include discussion and debate. Please outline how your proposed session will allow for this and the sharing of innovation and good practice. Consider the balance between policy and practice. Maximum 100 words – additional text will not be included.* |
| **Q3: Speakers: please give a clear indication of proposed or confirmed speakers and chair (including full names, job titles and organisations). Please provide a MAXIMUM of three (including the chair)** |
| **Q4: Please indicate if your bid is applicable to:**  **⃝** Children / young people and / or care leavers and families  **⃝** Adults  **⃝** Cross-age |
| **Q5: (Adult sessions only) Please indicate whether and how you might include people that have lived experience or how their perspectives could be represented.** |
| **Q6: (Councils only) Spotlight sessions are workshops which aim to discuss current issues faced by councils and share examples of developing practice and sharing innovations. Please indicate if you would like your session to be considered for this part of the programme.**  **⃝ Yes**  **⃝ No**  **⃝ N/A** |
| **Q7: Contact details of session organiser**  *This is the person we will liaise with to organise the workshop. Please notify any changes to this. It is not our responsibility to find the correct details.*  Name:  Organisation:  Address:  Telephone Number:  Email: |

**Please return the completed form to** [**Amanda.fry@northyorks.gov.uk**](mailto:Amanda.fry@northyorks.gov.uk)

**The deadline for submitting bids is 5 pm on Tuesday 14 April 2020 but earlier bids would be appreciated**

**Thank you for your interest in NCASC 2020**