

Event	WFS National Training & Development Event– 21-23 June 2019
Venue and directions	The Fire Service College, Moreton-in Marsh, Gloucestershire GL56 0RH https://www.fireservicecollege.ac.uk/contact/find-us/
Delegate fee	£440.00 inclusive of all catering and accommodation over the weekend Delegates are welcome from UK National Fire & Rescue Services and International Fire Services
Discounts	Corporate Affiliate Membership entitles your Fire & Rescue Service to 10% discount Contact- Karen at womeninthefireservice@btconnet.com for more details
Reserving your place at the event	Bookings for the event can be completed online at www.wfs.org.uk A purchase order is required and please ensure you have permission from your employer <u>before submitting your booking form</u> . Bookings are non-refundable once WFS email confirmation of your place. Closing date for bookings: 20 May 2019 (places are limited so early booking is advisable)
International Delegates	International delegates are welcome to attend the Training & Development event. Authorisation is required from delegates Fire Service and payment must be received into the WFS bank account 4 weeks before the event start date, therefore no later than 20 May 2019 . Payment details are available on request, contact details below. Birmingham International Airport is the closest international airport to the venue (approximately 42 miles/one-hour travel time). Regrettably WFS are unable to offer transport to and from the airport.
Authorisation	All bookings must be authorised by your employer with a purchase order number or email confirming you are authorised to attend
Venue Facilities	<ul style="list-style-type: none"> • Parking is available on site • All meals will be provided in the Connections Restaurant catering for all dietary requirements • A cash point is available on site enabling free cash withdrawals • An on-site shop is located in the Four Shires foyer (opening times Friday:1700-1900/Saturday 0800-1000 and 1700-1900/Sunday 0800-1000) • The Sports Complex will be open - timings available on arrival • The Swimming Pool will have limited opening times due to set pre-booked sessions
Accommodation	<ul style="list-style-type: none"> • Rooms are single en suite. A number of Twin rooms available on request, if you wish to share. • Rooms have coffee and tea making facilities, TV, towels and free WiFi • Accommodation blocks include a room with iron & ironing board • All accommodation for this event will be booked by WFS, any queries should be directed to Karen Smith (contact@wfs.org.uk) and not to the Fire Service College • Please bring your own hairdryer, if required
Event start time/close of event time	Registration will be on Friday, 21 June between 13:30hrs-14:30hrs A Buffet lunch will be available until 14:30hrs and the afternoon programme will commence at 14:00hrs Close of event: Sunday, 23 June at 13:00hrs
Friday afternoon	Please be aware Friday afternoon includes registration, lunch, afternoon programme and networking. It is also essential for delegates taking part in Multi Incident Scenario, RTC, Be a Firefighter and Fire Behaviour to attend BA familiarisation and PPE kit fitting. Delegates will be advised on relevant time slots on arrival. There may be some waiting around time but we will try to keep this to a minimum.

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Workshop timings	Saturday – 09:00-17:00 Multi Incident Scenario (lunch will be provided on the Fireground) Saturday – 09:30-12:30/14:00-17:00 - All other workshops (Lunch 1230-1400) Saturday – 09:30-17:00 From Headsets to Helmets or half day option is available Sunday - 10:00-12:30 (packed lunch will be provided to take away)
Workshops	<p>Workshop sessions will run for 3-hours on Saturday and 2.5 hours on Sunday. Delegates will be asked to select 6 workshop options on the booking form, in order of preference from 1 to 6. WFS will endeavour to allocate at least one first, second or third choice for delegates depending on the workshop schedule and number of places available on each session. Some workshops are limited on spaces which means you may not get your first choice workshop. In total, delegates will receive three workshops for the whole event.</p> <p>Please ensure you read carefully all the workshops descriptions. Workshops will be open to all delegates with the exception of Multi Incident Scenario Advanced Trauma, Dynamic Situational awareness and operational decision making and RTC, which are restricted to operational personnel only and from Headsets to Helmets which is for Fire Control personnel only.</p> <p>Delegates will be notified of workshop allocation 10 days prior to the event with joining instructions.</p>
Childcare	Regrettably due to cost and health & safety considerations we are not able to offer childcare at this event.
Dress Code	<p>Dinner Friday – Smart Casual</p> <p>Operational Workshops – All operational personnel are required to bring Full Fire Kit & PPE</p> <p>USAR - Full fire kit for operational staff, support staff will be provided with overalls/gloves/helmet/goggles/knee pads. Please ensure you wear trainers or sensible boots</p> <p>Be a firefighter – Fire kit will be provided; long socks are recommended with comfortable attire to wear underneath fire kit.</p> <p>Fire Behaviour - Fire Kit will be provided for non operational delegates</p> <p>Classroom workshops – Casual</p> <p>Physical activities – Comfortable clothing & trainers</p> <p>Abseiling – Comfortable clothing & trainers</p>
Holistic Therapies	Treatments will be available during the weekend, at a cost to individual delegates, these will include back, neck & shoulder massage, Indian head massage and Reflexology. Bookings can be made on arrival at the therapy booking desk.
Boot Camp (optional)	A boot camp session is open to all on Saturday between 0700-0800 hrs. Book your place on arrival at Registration.
Joining Instructions	Joining instructions will be emailed to delegates 10 days prior to the event notifying you of workshop allocations and PPE requirements
Any queries please to:	Karen Smith - womeninthefireservice@btconnect.com or telephone 01366 381237
For help or support during the weekend	The WFS Team (all visible in Purple polo shirts) will be available all through this event for any help and support.