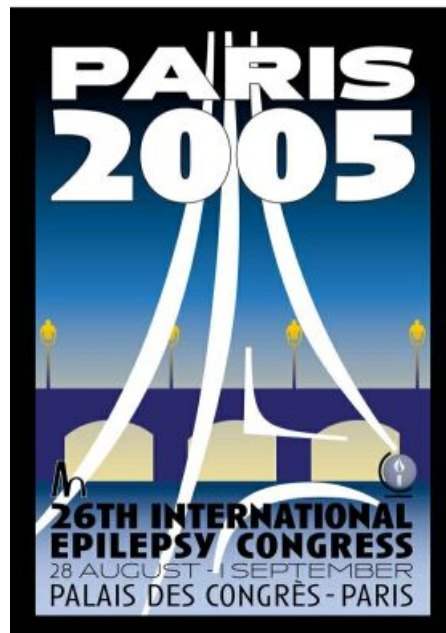




International Bureau for Epilepsy



**Educational Workshops
at the
26th International Epilepsy Congress
Paris – France
August 2005**

Educational Workshops

Introduction

The first series of IBE educational workshops, aimed specifically at those involved in the work of epilepsy associations (either in a salaried or voluntary position) was held during the 25th International Epilepsy Congress in Lisbon 2003. Building on their success, a second series of workshop sessions is being planned for the 26th International Congress, taking place at the Palais des Congrès in Paris in August 2005.

Once again, two levels will be provided:

- **Foundation Level**
- **Masterclass Level**

Participants to the **Foundation** level will be assumed to be non-professionals from IBE Member associations – either inexperienced or experienced amateurs. The Members will be assumed to be either low in staff level or young associations, underdeveloped in core disciplines

At **Masterclass** level, which has been broadened to provide three distinct learning tracks, it will be assumed that participants have some level of knowledge, either as professionals in the field or experienced amateurs.

The language used in the workshops will be English, but those facilitating the sessions will be aware of the mixed levels of understanding/comprehension of participants and the pace and visual pitch of the workshops will reflect this.

These workshops will form part of IBE's Training Services Programme. On the next pages you will find further details. A Booking Form and Payment Form (the latter in the case of Masterclass bookings) can be found at the end of the document.

Further information is available from:

Ann Little, Administration Manager
IBE International Office

Email: ibedublin@eircom.net

Masterclass Level

Track 1: Communications

Co-ordinator: Susanne Lund, Sweden

Track 2: Fundraising

Co-ordinator: Keith Roberts, Australia

Track 3: Services

Co-ordinator: Monica Cooper, UK

1. Communications

Topic 1.1: Newsletters

Date and Time: 12.30 - 13.00 Monday 29th August

Facilitators: Susanne Lund, Sweden
Judith O'Toole, USA

Topic 1.2: Website

Date and Time: 17.00 – 18.00 Monday 29th August

Facilitators: John Chaplin, Sweden
Paul Sharkey, Ireland

Topic 1.3: Public Relations

Date and Time: 12.30 – 13.30 Tuesday 30th August

Facilitators: Sherman Goh, Singapore
Mike Glynn, Ireland

Topic 1.4: Government Relations

Date and Time: 17.00 – 18.00 Tuesday 30th August

Facilitators: Hilary Mounfield, Scotland
Janet Mifsud, Malta

2. Fundraising

Topic 2.1: Corporate Giving

Date and Time: 12.30 – 13.00 Monday 29th August

Facilitators: Tamar Vital, Israel

Topic 2.2: Lotteries/Events

Date and Time: 17.00 – 18.00 Monday 29th August

Facilitators: Keith Roberts, New Zealand

Topic 2.3: Direct Marketing

Date and Time: 12.30 – 13.30 Tuesday 30th August

Facilitators: To be announced

Topic 2.4: Public Awareness

Date and Time: 17.00 – 18.00 Tuesday 30th August

Facilitators: To be announced

3. Services

Topic 3.1: **Advice and Information**
Date and Time: 12.30 – 13.00 Monday 29th August
Facilitators: Monica Cooper, UK
Ava Battles, Ireland

Topic 3.2: **Self Help**
Date and Time: 17.00 – 18.00 Monday 29th August
Facilitators: Peter Dahlqvist, Sweden
Jutta Houmouller, Denmark

Topic 3.3: **Website** – using the site to help members
Date and Time: 12.30 – 13.30 Tuesday 30th August
Facilitators: Sue Mitchell, UK
AN Other (to be announced)

Topic 3.4: **Training Services**
Date and Time: 17.00 – 18.00 Tuesday 30th August
Facilitators: To be announced

Booking a Place

Those wishing to participate in the Masterclass Series of workshops will be assumed to have some level of knowledge, either as a professional in the field or an experienced amateur. There will be a small attendance charge, which is being kept to an absolute minimum, and which will be used solely to meet administrative and materials costs. IBE is offering special rates for those who choose to book all 4 topics within one Track.

Participants may choose to 'mix and match' across the 3 Tracks offered, choosing the topics of most interest from each Track. However please ensure that workshop timings do not clash.

Booking in advance is essential for all sessions. Places are limited to 20 participants per workshop and will be reserved on a first come, first served basis.

The workshop language will be English, but at a pace to allow for mixed levels of understanding.

Foundation Level

Coordinator: Dr Carlos Acevedo, Chile

Workshop Topics

Topic: Fund Raising
Date and Time: 12.30 – 13.30 Monday 29th August
Facilitators: Carlos Acevedo, Chile
Rosey Panelli, Australia

Topic: Public Relations
Date and Time: 17.00 – 18.00 Monday 29th August
Facilitators: Grace Tan, Singapore
AN Other (to be announced)

Topic: Membership – How to get more members
Date and Time: 12.30 – 13.30 Tuesday 30th August
Facilitators: Carlos Acevedo, Chile
AN Other (to be announced)

Topic: Service Programmes -
Date and Time: 17.00 - 18.00 Tuesday 30th August
Facilitators: Filicity September, South Africa
AN Other (to be announced)

Booking a Place

The Foundation Level will introduce basic skills in core disciplines and is aimed at non-professionals from IBE Member associations — either inexperienced professionals or experienced amateurs. The associations will be assumed either to have small staff numbers or to be a young association, underdeveloped in core disciplines.

These workshops will be free of charge, but places must be booked in advance and will be allocated on a first come, first served basis. An association is permitted to book two places only, but can place further names on a waiting list, which will be used to fill cancellations or late availability.

The workshop language will be English, but at a pace and pitch to allow for mixed levels of understanding.

IBE Educational Workshops, Paris 2005

BOOKING FORM

A separate **Booking Form** must be submitted for each participant. In the case of participants to the **Masterclass Series**, a **Payment Form** must also be completed.

Association Name: _____

Participants Name: _____

Position within Association: _____

Contact Address: _____

Email or Fax No.: _____

WORKSHOP DETAILS: please **X** the workshop(s) you wish to attend:

Masterclass Level

Track 1 - Communications

- 1.1 Newsletters
- 1.2 Website
- 1.3 Public Relations
- 1.4 Government Relations

Track 2 - Fundraising

- 2.1 Corporate Giving
- 2.2 Lotteries/Events
- 2.3 Direct Marketing
- 2.4 Public Awareness

Track 3 - Services

- 3.1 Advice & Information
- 3.2 Self Help
- 3.3 Website
- 3.4 Training Services

Foundation Level

- 4.1 Fundraising
- 4.2 Public Relations
- 4.3 Membership
- 4.4 Service Programmes

Please indicate your prior knowledge/experience of the topics chosen

High Moderate Some None

IBE Educational Workshops, Paris 2005

PAYMENT FORM FOR MASTERCLASS SERIES

Cost per Topic: US\$10

Reduced cost for 4 topics within one Track: US\$30

- *A completed Payment Form must accompany each Masterclass Series booking*
- *Bookings will only be confirmed on receipt of full payment*
- *You may choose to mix and match between Workshop Tracks. However the reduced fee is only applicable when all 4 topics from the same Track are chosen*

Payment Options

1. Credit card (IBE preferred method of payment)

Available for Visa and Mastercard/Eurocard only

Tick as appropriate: Visa Mastercard/Eurocard

- Name of card holder: _____

- Card number: _____ Expiry date: _____

- Amount to be deducted: _____

2. Bank transfer

Payment by bank transfer should be made to:

Bank name and address: Bank of Ireland, Walkinstown, Dublin 12, Ireland

Account number: 76081871 **Sort code:** 900287

IBAN: IE02BOFI90028776081871

Account Name: International Bureau for Epilepsy

Please note: All bank charges MUST be met by the payee

3. Payment in Paris: Payment will also be accepted at the IBE Stand during the congress - Euro 10 for each workshop or Euro 30 for all 4 workshops within one track (payment in Paris will only be accepted in Euro currency).

4. Because of high banking charges, it is regretted that no payments by cheque/draft can be accepted.