

## **Flexible training.**

What we require from you:

- A free space suitable for training people where a data projector can be used
- To organise a group of participants who should number between a minimum of 8 to a maximum of 12. These can all be from your institution, but preference will be given where some participants from other institutions have been invited.
- Somewhere for us all to have tea / coffee and lunch.
- A space to store up to four stacked crates of training materials for up to two weeks between being dropped off and being picked up.
- Conservation Housekeeping is best if we can actually get into some gallery spaces and clean them, so if you have areas which can be roped off or days when you are closed to the public this would be good.

What we will bring:

- Training materials
- Data projector and laptop if necessary
- Notes / handouts
- We will pay for the drinks and lunch (let us know whether this needs to be from your in house caterers as we will need a quote for this prior to placing the order)
- We will arrange delivery of all the materials we need and for them to be picked up from you

Choose from the following menu:

- Conservation Housekeeping
- Environmental monitoring & control
- Handling and packing
- Integrated Pest Management (IPM)

We can tweak the courses to suit your institutions and will call to discuss this when you have booked.

Dates available are: Monday 13th to Friday 17th June 2016. Choose a date to suit you.

A choice of any working day in the week commencing Monday 19<sup>th</sup> September 2016