

REGISTRATION FORM



Wednesday March 1st, 2017 in the Tower Hotel, Waterford

Note: You may attend as an individual or as part of organisation

Individual Name: _____

Organisation Name: _____

Address: _____

Delegate Fees: €75 per person including lunch and conference materials.
€65 for each additional staff member.

No. of Delegates: @ €75 @ €65

Educational Sessions: **Please select one topic from each educational session.
Please see selection of topics on P2. of this registration form.**

Dietary Requirements: Please advise of any (special) dietary requirements you may have.

Invoice: (please tick)

Invoice address: _____



EDUCATIONAL SESSIONS

Name: (block capitals) _____

Please choose one from each session by ticking the corresponding box.

SESSION 1, 10.30am – 11.30am

Legal Essentials for non-profits *

Seán Nolan, Kerman & Co. Solicitors will discuss the implications of the Companies Act 2014 for charitable organisations together with some of their key legal responsibilities. Visit www.kermanco.com

Strategic Planning *

Philip O' Meara, Pathbridge Consulting Limited will share his innovative and fun approach to strategic planning using a variety of tools and techniques to capture critical information. Visit www.pathbridge.ie

Social Enterprise

Ms. Nicola Kent, Management Consulting will share her skills as an entrepreneurial skills tutor and a start-up consultant to help you get that social enterprise up and running! Visit <https://ie.linkedin.com/in/nicola-kent-07a98584>

SESSION 2, 11.45am – 12.45pm

Communications

Jim Kelly, O' Connor & Kelly want to help those organisations that may or may not have an established marketing or communications function, to become more efficient in whatever activity they undertake, in a smarter way. Visit www.oconnorandkelly.ie

Governance*

Ivan Cooper, Director of Advocacy, The Wheel will discuss the role of governance within the sector including the role of the board and the importance of being transparent and accountable. Visit www.wheel.ie

HR*

Seán Ormonde, Ormonde & Co. Solicitors will share his significant experience on helping organisations to meet their employment obligations and managing employment disputes. Visit www.ormondessolicitors.ie

SESSION 3, 2.00pm – 3.00pm

Volunteerism

Stuart Garland Training and Programmes Manager for Volunteer Ireland will discuss the recruitment and retention of volunteers and the critical role of volunteers in your organisation. Visit www.volunteer.ie

Charities Regulatory Authority*

Eamonn O' Halloran will discuss the steps required to register as a charitable organisation; the information you need to gather, and other helpful registration information. www.charitiesregulatoryauthority.ie

Fundraising

Ms. Jordan Campbell, Director of Grants & Research, The Ireland Funds will provide valuable insight into the work of The Ireland Funds and their grant application opportunities. Visit www.theirelandfunds.org

*These sessions would be of specific interest to any board member wishing to attend.



REGISTRATION INFORMATION

- Please sign and date at the bottom and return all pages to: JE Warren Consulting, Oak Villa, Military Road, Waterford City or scan and email to john@jewarrenconsulting.net
- Cheque payments should be sent to the Oak Villa address.
- The registration fee must be paid in full prior to attending the conference.
- Once your registration is complete, changes to your choice of educational sessions are based on room capacity.
- The individual presenters are confirmed. We reserve the right to substitute presenters of similar experience should such substitution be required.

PAYMENTS

- Cheques:** Make payable to 'JE Warren Consulting'
- Bank Transfer:** JE Warren Consulting, Permanent TSB, Morgan St. Waterford
IBAN IE05IPBS99063225032189
BIC IPBSIE2D

CANCELLATION / TRANSFER POLICY

- Any cancellation requests on / before February 1st, 2017 will be refunded in full.
- Cancellations after February 1st and on / before February 15th will be refunded and subject to a 10% admin fee.
- No refunds will be issued for cancellations after February 15th.
- You may transfer your registration to another person and you must advise us of the person's name to avoid any embarrassment during the check-in process.
- Please note that the person to whom you are transferring your registration must attend the same educational classes that you chose during the registration process.

PARKING

- Traffic can be heavy between 8am - 9am. Allow ample time to arrive, park etc.
- Parking available in the Tower Hotel Car Park, subject to number of hotel guests at the time.
- Parking in Bolton Street Car Park located across and behind the hotel.
- Parking available in several car parks along the quays.
- On street parking is limited.

I agree to the Terms & Conditions of Registration

Signature: _____ Date: _____