



A Journey to Success

Governance Code Information Sessions

A Note for Local Organisers

What we provide.

The Governance Code Working Group (GCWG) is happy to respond to requests to attend and make presentations/lead a discussion on the Code, anywhere in the country. As we do not have any paid staff, we will do so subject to having the capacity and resources available from members of the Working Group.

We do not charge a fee for our participation but we ask for appropriate expenses to cover travel and other incidental costs.

What We Ask of You

If you would like to facilitate an information session what we ask is that you would arrange a suitable venue, promote the event to create the maximum audience and liaise with us to clarify or assist in any way that we can in advance of the session.

The **date and time of the event, (day or evening) must be agreed with the GCWG** but we are entirely in the organisers' hands as to the location.

As well as organising publicity in local print and radio media previous organisers have found it of benefit to liaise with local networks such as Public Participation Networks – (PPNs), Local Development Companies, Sports Partnerships, City/County organisations with affiliated branches/clubs etc. so as to attract the widest possible audience. The GCWG can provide standard text for Press Releases and we can also promote an event through our own and our member organisations websites.

The venue can be of any type satisfying accessibility needs, and capable of holding an audience of a minimum of 25 people - but preferably more - with an easily accessed power source and a blank wall, or better still a screen, on which to project a power point presentation.

While we will bring our own laptop, we would prefer if the local organisers would provide a projector and associated cables. However, if this is a problem please advise us before committing to a date so that we can try to source one ourselves. We leave it entirely to organisers to decide whether or not refreshments are available. A typical Information Session lasts about two hours but it can be longer if necessary. It usually consists of a presentation of about 45 minutes, the remainder being the most valuable part with questions and answers from the floor.

We forward the slides that we use about a week in advance of the event to enable the local organiser to either print them out for distribution to those in attendance and/or to email them afterwards. We would ask that you use a sign-in sheet which we will also send to you in advance and let us have it for our records, with you taking a copy for your own needs if you wish.

How to Book a Governance Code Information Session

Thank you for your interest and we look forward to working with you. If you would like to discuss a possible Information Session in your area or with your organisation please contact us at info@governancecode.ie

Governance Code Working Group.

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