## **Engaged Futures Enrolment for Personal Assistants**

We are pleased to welcome you on board to join our **Engaged Futures Group**.

Please provide us with your details below in order to confirm your attendance at our Engaged Futures Workshops across 2024-25.

Please ensure you have completed this form by **17:00 on Tuesday 12 November 2024**.

As part of this form, we will ask for details that can be used to identify you –  e.g. your name, email address etc. We will also ask for details of your accessibility requirements. This information is needed so that we can process your registration and ensure you are able to fully access the Engaged Futures Workshops.

You will also have the chance to submit a short biography and photo if you like, and be asked whether you consent to photos being taken of you during our workshops.

We will store all your responses securely in password-protected files held on a server hosted by the University of the West of England, Bristol. Your responses will be stored for 2 years from the closing of the form, after which time they will be permanently destroyed.

If you have any concerns about this form, please email nccpe.enquiries@uwe.ac.uk.

### **Data protection consent**

In order to receive your webform submission, the NCCPE requires your consent for us to process your personal data. Please see our [**Privacy Notice**](https://www.publicengagement.ac.uk/node/65) for information on how your personal data will be processed.

Do you consent to the NCCPE processing your personal data for the following purposes? (please delete as appropriate)

|  |  |  |
| --- | --- | --- |
| **Questions** | **Yes** | **No** |
| Processing your form submission (consent is required for us to accept your submission) | Yes | No |
| Sending NCCPE emails to you about public engagement news and events | Yes | No |

About You:

First name:

Surname:

Preferred pronouns:

e.g. he/him/his, she/her/hers, they/them/their

Email address:

Your role:

Please let us know the name of the person you will be supporting:

Do you consent to being photographed at the event so that we can promote Engaged Futures on:

| **Questions** | **Yes** | **No** |
| --- | --- | --- |
| NCCPE Website (e.g in a blog post) | Yes | No |
| NCCPE Social media channels | Yes | No |
| In a written report | Yes | No |

We would like to share a document between our Engaged Futures members including profile pictures and a short bio about each member and their personal assistants.

As part of the NCCPE's campaign for change, we will also be creating an Engaged Futures Group page on our website <https://www.publicengagement.ac.uk/> where we would like to feature our members' profiles.

The sharing of this information is entirely optional.

Please indicate below whether you consent to your image and bio being shared (delete as appropriate)

| **Questions** | **I consent** | **I do not consent** |
| --- | --- | --- |
| I consent to my picture and bio being shared with other Engaged Futures Group members | I consent | I do not consent |
| I consent to my picture and bio being shared publicly on the NCCPE website | I consent | I do not consent |

Please provide a short bio about yourself.  
Max. 200 words

Please attach a picture of yourself when you return this form by email.

Optional. Image must be no more than 1000x1000 pixels or 64MB in size. Allowed types: gif, jpg, jpeg, png.

### **Attending the Workshops**

We invite you to confirm your attendance at the Engaged Futures Group in person workshops in the table below.

The workshop dates are:

1. 26 November 2024
2. 15-16 July 2025
3. 05 November 2025

Completion of this table will also confirm to us your attendance and allow us to accommodate you at our first workshop:

The Old Library, Digbeth, Birmingham, B9 4AT   
Tuesday 26 November 2024  
From 9:30am (for a 10am start) - 4:30pm

Please confirm your attendance below:

| **Questions** | **I can attend** | **I cannot attend** | **Unsure** |
| --- | --- | --- | --- |
| Workshop 1: 26 November 2024 | I can attend | I cannot attend | Unsure |
| Workshop 2: 15-16 July 2025 | I can attend | I cannot attend | Unsure |
| Workshop 3: 05 November 2025 | I can attend | I cannot attend | Unsure |

We are happy to reimburse expenses for travel and accommodation if needed. Please ensure you retain receipts, we can provide an expenses form on request.

If you need support booking any travel arrangements please let us know by emailing [nccpe.enquiries@uwe.ac.uk](mailto:nccpe.enquiries@uwe.ac.uk).

### **Event accessibility**

The first workshop will take place at The Old Library in Birmingham.

* The event venue is wheelchair accessible.
* There are accessible toilet facilities available in the main event area.
* We will aim to provide a separate quiet room for delegate use throughout the event.
* Pay and Display parking is available within a 2minute walk of the venue. <https://www.theoldlibrary.co/s/Car-Park-Guide.pdf>
* There is a drop-off point directly in front of the building entrance.
* Anyone is welcome to bring a personal assistant, or service animal.
* The workshop will take place both in plenary and in small discussion groups. Delegates will have the option to take some time for reflection instead of joining small group discussions if preferred.
* There will be regular breaks throughout the day.

You will be sent full details by email about the workshop, but details on how to get to the Old Library can be found here: <https://www.theoldlibrary.co/location>

### **Your Requirements**

Do you have any specific access or dietary requirements which will enable you to attend this event? Please indicate below.

Please specify any Access Requirements.

None

Hearing loop

Large-print handouts (please specify size below)

High colour contrast handouts

BSL interpreter

Parking space (access reasons only)

I will be bringing a service animal

Other…

Please specify any Dietary Requirements.

None

Gluten Free

Halal

Kosher

No beef

No pork

Pescatarian

Vegan

Vegetarian

Other (including any allergies or intolerances)

**Thank you for taking the time to complete this form**. **Please return to** [**NCCPE.enquiries@uwe.ac.uk**](mailto:NCCPE.enquiries@uwe.ac.uk) **by 5pm on Tuesday 12 November.**