



## HEaTED Regional Network Grants

Grants of up to £1,000 are now available to HEaTED Member Institutions wishing to run Regional Network Events for technical and professional service staff in the South East, South West and London Regions.

### What is HEaTED?

[HEaTED](#) is a membership organisation dedicated to supporting Professional Development of Technical staff from all disciplines and specialisms in Higher Education, Further Education and related fields. We achieve this through:

1. Supporting Technicians in their professional and personal development.
2. Improving the quality of Technicians across all disciplines, therefore contributing to improvement of the student experience and research.
3. Ensuring a long term supply of a high quality technical workforce striving for improvement.

So, contributing to UK PLC through continuous improvement and development of this key workforce.

HEaTED has over [75 Member Institutions](#), more than **3000 individual members** registered via the [HEaTED website](#) and in excess of **1900 members** signed up for to the [HEaTED Online Community Groups](#).

### The HEaTED Regional Network

HEaTED manage Regional Networks across the UK. The networks enable colleagues from neighbouring institutions to meet and discuss hot topics, share best practice, promote development opportunities and more.

The free [HEaTED Online Community Groups](#) support the Regional Networks. Members use them to expand on discussion from Regional Network Events, raise hot topics, and share discussion and best practice with colleagues from other institutions in their own region and beyond.

The Regional Network Events and Online Groups serve as a 'representative voice' for the UK Technical Community in Higher Education, Further Education and related fields and also support Technical staff on their journeys to Professional Registration.



### HEaTED Regional Network Grants

These modest grants are available to member institutions wishing to run Regional Network Events for the benefit of technical and professional service staff from HE and FE Institutions in their area. Administrative support is provided by HEaTED as detailed below.

Events must be inclusive, attractive to staff from all technical levels and disciplines, informative, engaging and facilitate networking. The grant awarded is subject to the number of attendees and can be used to cover items such as catering and refreshments, activities, speaker's expenses and off-site visits. Further details can be found in the grant terms and conditions below.

### Interested in applying?

Contact HEaTED on [admin@heated.ac.uk](mailto:admin@heated.ac.uk) or T: 01904 328173 to express your interest and discuss your plans.

HEaTED | Myscience.co Limited | University of York | York YO10 5DD | T +44 (0) 1904 328 173 | F +44 (0) 1904 328 328  
info@heated.ac.uk | www.heated.ac.uk | @HEaTEDtechs



## HEaTED Provide

- ✓ Templates for event Agendas and Reports with exemplars and a 'hot topic' list.
- ✓ Dedicated administrative support including all delegate handling and provision of weekly updates on booking numbers.
- ✓ Production and supply of all delegate packs.
- ✓ Listing of your event on the HEaTED website and your HEaTED Regional Online Group.
- ✓ A dedicated HEaTED Regional Online Group topic for your event.
- ✓ Promotion of your event through biweekly HEaTED eNewsletters, event specific mailings to members in your Region and inclusion in hard copy HEaTED Updates (where publication deadlines allow).
- ✓ A member of the HEaTED Team to attend your event and present a HEaTED update.
- ✓ A full event set-up guide, taking you from initial planning to post-event follow up.

## HEaTED Regional Network Grant Terms and Conditions

- Event not to be held within one month of any other Regional Network Event in your Region.
- Event date must be discussed and confirmed with HEaTED at least 10 weeks in advance of the proposed date and the agenda supplied 6 weeks in advance of the event.
- All steps in the event set-up guide must be completed to a high standard.
- Event must attract a minimum of 20 Technical and Professional Service Staff (not including speakers and organising staff).
- Event must be able to accommodate up to a maximum of at least 50 delegates.
- At least 50% of the attendees must be from external institutions.
- Minimum event duration: 4 hours.
- Event must include catering and refreshments for all attendees.
- Event must be mixed format and interactive, i.e. including (but not restricted to) a range of demonstrations, practical activities or demonstrations, tours, off-site visits, presentations, invited VIP speakers, workshops, training needs analysis, activities to facilitate networking, facilitated discussions and group work. Examples of activities are available from HEaTED.
- 30 minutes of the agenda must be allocated to a member of the HEaTED Team for a HEaTED Update.
- All attendees must complete a HEaTED evaluation form at the end of the event. It is our desire that, commensurate with our high standards, the majority of the attendees return scores of 1 or 2 in each area.
- The overall grant awarded is subject to the number of attendees, ranging from £400 for events with 20 delegates up to £1,000 for events with 50 delegates.
- Payment of the grant will be made upon receipt of an invoice after the event and must be accompanied by a completed sign in sheet and full set of delegate evaluation forms.
- Grants can be used to cover items such as catering and refreshments, activities, contributors expenses and off-site visits but is not restricted to these items and a full break down of spending will not be required.