

Presentation and Communication Skills Seminar

Friday 19th July 2013

Temple Quay House, Temple Quay, Bristol, BS1 6HA

PROGRAMME

12:30pm **Lunch and Registration**

1:00pm What's the message? *Martin Borthwick* *University of Plymouth*

An introduction to some useful tools for organising your ideas when preparing any form of presentation and how to identify the essential message.

1:45-2:15pm What's the medium? *Phil Hardy-Bishop* *Highways Agency*

A guide to using the right medium (radio, web, social media, TV, adverts, news, print, etc.) for delivering your message and how to maximise positive coverage, including communications plans, stakeholder analysis, and a guide to making positive interviews.

2:30-3:00pm What's the reviewer's view? *Mark Maynard* *Highways Agency*

A reflection on the common pitfalls when undertaking the ICE Professional Review.

3:15pm **Afternoon Coffee/Tea Break**

3:45-4:30pm When does the curtain go up? *Martin Borthwick* *University of Plymouth*

A survival guide to making a presentation to an audience (clarity, getting over nerves, getting the balance right in using AV aids, etc.).

4:45pm **End of seminar**

**Please note that this seminar could help with development objective
 D: Demonstrate effective interpersonal skills;
 and in preparing for the 15 minute presentation at Professional Review.**

For any enquiries please contact the ICE SW Marketing & Communications Executive Charlotte Snooks:

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CPD: This event may be considered for contributing to a recognised Continuing Professional Development (CPD) scheme as part of personal development. Delegates should check their individual scheme requirements.

To attend the Presentation and Communication Skills Seminar on Friday 19th July, please complete the form below and return it by **Friday 12th July** to: ICE SW, Unit 309, Tamar Science Park, 1 Davy Road, Plymouth, PL6 8BX or email to charlotte.snooks@ice.org.uk

Payment must be received 5 days before the Conference

Registration Details (PLEASE COMPLETE IN BLOCK LETTERS)

Title		First Name		Surname	
Address					
				Postcode	
Telephone			Fax		
Email					
Membership Number			Grade		
Employer/University					
Dietary Requirements		Vegetarian / gluten free / other...			
Other Requirements					
How did you hear?		ICE SW Website / Enews / Other...			
Registration Fee		£62.50 exc VAT			

All applications must reach ICE South West no later than Friday 12th July.

After this date cancellations will not be accepted and non attendance will require payment in full. Substitutions may be made only with prior agreement with ICE SW and no later than one week before the event.

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ICE SW Invoice No	
Payment Choice	

Please complete both pages of the booking form before returning

Notes

1. Each application must be on a separate form. Photocopies of this form may be taken.
2. Prior payment is normally required before application can be processed. A single remittance may cover several applications.
3. Payment is required before tickets can be dispatched.
4. VAT Registration No. 240 8777 47

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This booking will be paid for by (please tick)

- CREDIT CARD/DEBIT CARD**
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Credit/Debit Payment (we do not accept AMEX, Diners Club, Electron or Solo)															
Cardholder's Name:															
Card Expiry Date:															
Address:															
										3 digit code:					
Switch/Maestro Card Payment															
Cardholder's Name:								Issue No:							
Start Date:								Expiry Date:							
Event/Item of Purchase:															
I authorise you to collect the amount of:															
Cardholder's Signature:															
Date:															

Cheque Payment:		Amount Payable:	
Please tick if appropriate			
(Cheque made payable to Institution of Civil Engineers)			

Invoice Payment:			
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Amount Payable:		Purchase Order No:	
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