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**Emergency Planning College**

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Dear Colleague

Thank you for registering for the **IOSH: Managing Safely in the Exhibition and Event Industry** course. The course is for people who are involved in organising events and exhibitions including those who provide and manage facilities/venues. Category 1 & 2 responders are also encouraged to attend. On successful completion of two assessments, an IOSH certificate can be awarded. In order to get the most out of the course please read the information below and prepare for the course as suggested.

1. **What to do now:** review the events for which you are responsible and discuss with colleagues from various parts of your organisation and other stakeholders what the currently arrangements are for safely delivering events and exhibitions.
2. **What to bring to the course:** when reviewing your arrangements as described above, please make notes and bring these with you. All other course materials will be provided.
3. **How the course is delivered:** the course will be based around presentations followed by group and individual exercises that will help you apply the concepts to your own situation. The emphasis at the College is on highly interactive courses and you will be encouraged to share experiences, ask questions and explore issues in the interests of you own learning and that of other delegates.

There will be two mock assessments to confirm key knowledge and to familiarise you with the format and style of questions used in the formal written assessment at the end of the course. You will also be required to carry out a written risk assessment within 2 weeks of completing the course.

Please do not hesitate to contact our learning support team if you have any queries. We look forward to seeing you at the college.

Yours faithfully

**Learning Support Manager**