



# Seminar Bid Form

This form should be returned to the Honorary Secretary. The bidding process is covered in Procedure number 6 of our Standard operating Procedures

**APPLICATION TO HOST SEMINAR** in year 20.....

## SECTION 1: General Information

Chapter Name .....

Proposed Venue.....

Local Seminar Coordinator.....

Seminar Steward No.1 .....

Seminar Steward No.2.....

## SECTION 2: Venue Information

Hotel Contact ( Events/Conference Manager Name ) .....

Phone Number..... E-Mail Address .....

Size of Hall for Trade Stands in sq meters. ....

Number of large demonstrations rooms available.....

Total number of accommodation rooms available in Hotel).....

Number of seats in Main dining area .....

Cost per head of Dinner ( Friday Night Buffet ) .....

Cost per head of Lunch ( Saturday Soup / Sandwich ) .....

Cost per head of Dinner ( Saturday Gala Dinner 3 courses ) .....

Cost per head of Lunch ( Sunday Buffet ) .....

Cost per head of Tea/Coffee .....

Cost of Single Room plus Breakfast .....

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- Please provide ALL room layouts and dimensions, these can normally be gained from the hotel.
- Be sure to check accessibility of main rooms such as the Trade-Stand Area for unloading stock, equipment etc, and that such a space is suitable for heavy equipment, stands etc. Close proximity to delivery areas for Vans, Trucks is required. Also be sure to check accessibility and suitability for Demonstration rooms for delivery and usage of lathes and other heavy machinery.
- Attached to this form MUST be a full quotation from the hotel to include full costs of the room hire, accommodation for demonstrators and seminar staff, and meal costs per head including tea/coffee at breaks. All costs on the form and in quotation must include VAT
- Please include any other information you might think beneficial to support the bid.
- Any queries or assistance regarding this form or the Bid process can be got via the Hon Secretary at [secretary@irishwoodturnersguild.com](mailto:secretary@irishwoodturnersguild.com) or vi the contact form at [www.irishwoodturnersguild.com](http://www.irishwoodturnersguild.com)