GOVERNORS FOCUS 2022 BOOKING GUIDE

Spaces are limited due to high demand, so trusts are limited to two bookings per trust per day. Tickets are free for our members. We will only accept bookings made by trusts; if you are a governor and would like to attend, please do get in touch with your trust to book a place on your behalf.

To book onto the Governors focus conference, please go to our Governors focus webpage (https://nhsproviders.org/governorfocus) and click on ‘Book now’.

Select the day you wish to book onto (this will open up a new webpage):

And click on 'Book now'
Governor focus conference 2022 - Day 1, July 2022

Date: 05 July 2022
Time: 09:50

Book now

Our national three-day Governor Focus conference is the leading free-to-attend event for NHS governors, giving them the chance to network and learn with up to 500 governors from across the country.

This year's event will take place online on 5, 6 and 7 July 2022.

Secure your place by Tuesday 7 June and find out why 90% of attendees scored the 2021's conference as excellent or very good.

Why attend?

Our bespoke governor-specific programme will equip delegates with the skills to better support trusts in delivering high-quality healthcare.

Governors will:
- Share, learn, and develop their knowledge to better prepare for the future.
- Have a fantastic opportunity to network with their peers online.
- Be able to dip in and out of session to fit around their schedule - with morning sessions on 5 and 7 July and afternoon sessions on 6 July.
- Get the chance to hear from expert speakers who are committed to maximising the impact of the governor role.
- Benefit from peer-to-peer learning through the governor showcase.

How to book

Spaces are limited due to high demand, so trusts will be limited to two bookings per trust.

Registration

Please log into your NHS Providers account (if you are not signed in already):

And select as appropriate for booking on behalf of Governors:
And select ‘Next’.

**Booking**

*If you know the names of the Governors, follow the below steps*

To add the those who are attending please click on the ‘Search for contact’ button and search by name, job title or email address:
Please click on ‘Add’ next to the correct Governor’s details from the list that has loaded, once the add has turned green and has changed to ‘Added’, you can search for another Governor and add them. When you have added two Governors click on close:

(if the Governor is not listed you will need to click on ‘Add a new contact’ – please see how to do this on page *7)

Please click on ‘Edit’ next to both Governors to add essential requirements:
Please select the following:

- The Governors job category
- If the Governors are happy to share their details with other delegates
- If the Governors are happy to share their details with any event partners
- ‘None’ for dietary requirements

Then, select/add as appropriate for access and other requirements:

Once completed please click on ‘Update’ (you will be returned to the previous page) and click on ‘Next’.
Confirmation

Please confirm the booking is correct, let us know where you heard about the event and read the terms and conditions (T&Cs). Please don’t forget to tick that you have been given consent to book on behalf of the Governors. Once you have read through the T&Cs, click on ‘Next’ and then ‘Confirm’:
You will receive a confirmation email as the booker and the Governors you have booked to attend will receive a confirmation email too.

If you do not know the Governor/s you wish to register at the stage of booking, follow the steps to make two bookings under your own name - please note: two different email addresses will be required for this type of booking to hold the spaces. After the booking is confirmed, any amendments must be done by our events team – please get in touch at events@nhsproviders.org.

Adding a new contact
*if a Governor was not listed when you searched for them, please follow the below steps

Search for contact

John Smith
Search

No contacts found, please search again or create a new contact

Add a new contact

Click on the ‘Add a new contact’ button and fill in the Governors details as prompted:

Add a new contact

Title *
Select title

First Name *

Last Name *

Job Category *
Select Job Category

Email *

Organisation *
Notting Hill NHS Trust

Please confirm you are happy to share your details with other delegates

Please confirm you are happy to share your details with any event partners

Dietary requirements *

None
Vegetarian
Vegan
Gluten Free
No Dairy
Other

Access and other requirements *

None
Wheelchair access
Hearing loop
Braille
Other

Cancel Add
Don’t forget to select:

- If the Governors are happy to share their details with other delegates
- If the Governors are happy to share their details with any event partners
- ‘None’ for dietary requirements

Then, select/add as appropriate for access and other requirements and click on ‘Add’.

You will be directed to the below page where you will need to click on ‘Edit’ to add, those you are booking, access and other requirements needs:

Click ‘Next’. Then please continue the confirmation steps on page 6.

If you have any questions or booking queries please contact the events team, events@nhsproviders.org.