

**We are looking forward to meeting you at the East Region Healthcare Support Worker Learning Event: *Make Learning Work for You* at the Sheraton Hotel, Edinburgh on 3 March 2020. Please see below some important information that we ask that you read prior to the event.**

## **Animal Me**

We plan to make the day as interactive as possible, can you take a few minutes to make sure you can access the following website on your smartphone or device. WiFi will be available at the event.

Animal Me - you will be asked to complete this short activity during one of the presentations.

<http://animalme.myworldofwork.co.uk/results>

## **Mentimeter**

We will be using “Mentimeter” during some of the presentations at the event, you will be able to use your smartphone or device to connect to the presentation where you can answer questions, give feedback and much more. You will be supplied with joining details at the event and information on how to use the tool.

## **Project Lift**

It would be fabulous if you would make some time to fill in the Project Lift Leadership Profile Self-Assessment for yourself before joining us at the event, and if you bring your personalised report along with you, it will be a useful guide for you and make you really think and appreciate the importance of seeing yourself as a leader!

The Project Lift Leadership Profile Self-Assessment can be found at [www.projectlift.scot](http://www.projectlift.scot)

**Instructions:** Please use Google Chrome to access the above website. On the home page click on ‘Get Started’ at the top right hand of the screen. You will then be asked to log in via your Turas account or asked to create a Turas account using the instructions provided on the website. You will then set up your profile by answering some questions prior to completing the Self Assessment Questionnaire. Whilst you might not see the scenarios mirrored in your current role, try to think of what decisions you would make as a leader.

**Further information on Project Lift:** The NHS in Scotland recognises that the collective contribution of everyone as a leader can and does make a real difference to transforming care. We encourage everyone to start with themselves first. At project lift we have developed a leadership profile and a self-assessment questionnaire to support you to develop your own leadership approach and skills. This self-assessment takes around 20 minutes to complete and will give you a personalised report which will help you reflect and consider where your own strengths lie and encourage you to think about your development as a leader.

## General Housekeeping

### 1. Fire Procedure

There is no planned fire test therefore if the alarm sounds please leave by the nearest exit. The assembly point is Festival Square. Please remain there until advised that it is safe to return to the building.

### 2. Mobile Phones

Please ensure that your mobile phone is either on silent or switched off.

### 3. Toilets

You will find toilets on the same floor as the Edinburgh Suite and syndicate rooms on the 2nd floor.

### 4. Tweeting

If tweeting, the hashtag is #HCSWlearn and follow us on @NES\_hcsw and @NHS\_Education To access the wifi just connect to the internet and log in using the following ...

**Login:** sheratonconference

**Password:** shercomp

### 5. Photographs

If uploading photographs of individuals on to social media please ensure that you ask their permission before doing so.

### 6. Conference Pack

In your conference pack which you will receive on the day you will find your programme and material that you will be using throughout the day.

If you are an Estate and Facilities and Business and Administration delegate you will find your learning log in your pack. Please fill it in throughout the day and keep for your own information.

### 7. Session or Workshop Allocations

Your session or workshop allocation will be on reverse of your badge. Please make your way promptly to your session or workshop - there will be plenty of signs and staff to direct you.

### 8. Exhibition Stands

Don't forget to visit the exhibition stands in the Atrium. You will find your bingo card in your pack – get it stamped by all the exhibitors and returned to the registration desk by close of lunch to be in with a chance to win a prize!

### 9. Lunch

Lunch will be available in the exhibition area (Atrium) and you are welcome to take your lunch through to the main room.

### 10. Tell Us What You Think

We really value your feedback so are keen to hear your thoughts about the day. Soon after the event, we will email you an evaluation questionnaire. We also hope to be back in touch again a few months after the event.

### 11. Any Questions

Should you have any questions please do not hesitate to ask the NES conference team at the conference registration desk or the NES HCSW team who are easily identified by their blue lanyards.