

5. About You

To support both our quality assurance and marketing activities*, please provide some biographical information about yourself below. Alternatively, please attach a copy of your Curriculum Vitae or personal profile, and tick the appropriate box in section 5e below. (*To promote your seminars we will create a fact sheet, detailing the dates/ times of your seminars, their content and learning outcomes plus your profile and photograph.)

5a. Work Experience

Starting with the most recent, please give details of your work experience to date.

Dates		Job Title + Name of Organisation	Main Responsibilities
From	To		

5b. Qualifications

Please give details of all relevant qualifications you hold, including any you will complete within the next year.

Year	Institution/ Awarding Body	Level of Qualification <small>Eg. Degree, A-Level, AS-Level, GCSE etc</small>	Name of Qualification/ Subject

5c. Other Achievements/ Expertise

Please provide details of any other relevant achievements/ particular areas of expertise you have. Eg. membership of professional bodies, voluntary work etc.

5d. Photograph Tick as appropriate

- I will email a recent digital photograph of myself to t.jacobsen@ibs.ac.im upon request.
- Please contact me to arrange a mutually convenient time for Tiffany Jacobsen to take my photograph.

5e. Curriculum Vitae/Personal Profile Tick as appropriate

- Please find attached my current C.V.
- Please find attached my personal profile describing my experience, qualifications and achievements.

6. Special Needs or Support

Please tick and provide further details as appropriate

- None
- Dietary restrictions
- Medical conditions eg. allergies, epilepsy, diabetes
- Physical disabilities
- Other

Details:

7. Declaration

I agree to abide by the Terms and Conditions of the Isle of Man International Business School (The IBS) and understand that this application is not an automatic guarantee that my offer will be accepted. I declare that all the information given in this form, and any supporting items, is correct.

Signature _____

Date _____



Terms/Conditions

to deliver a CPD Seminar

You, the potential Speaker, are responsible for:

- ◆ Returning your completed 'Speaker Application Form' to Tiffany Jacobsen.
- ◆ Arranging for a digital photograph of yourself to be provided to, or taken by, Tiffany Jacobsen.
- ◆ Utilising The IBS's CPD PowerPoint template for your presentation, as provided by Tiffany Jacobsen.
- ◆ Liaising with Colin Gundry to prepare the content of your seminars/presentation.
- ◆ Liaising with Colin Gundry to quality assure the content of your seminars/presentation, by mapping the learning outcomes of your seminar to the National Occupational Standards of the Management Standards Centre (see www.management-standards.org.uk for more details).
- ◆ Confirming the dates/times of your two seminars (within the same month, but in different weeks) with Tiffany Jacobsen.
- ◆ Emailing your final presentation to Tiffany Jacobsen no later than one week before the date of your first seminar.
- ◆ Arriving by 1215 on the day of your seminars, to be met by Tiffany Jacobsen.
- ◆ Delivering your seminar on two separate dates, taking no more than one hour per seminar (1300 to 1400, including question time).
- ◆ Notifying Tiffany Jacobsen of any need to postpone or cancel a seminar as early as possible - please note that you will not be paid if you cancel a seminar once it has been promoted.



Support for you, the Speaker, from the Isle of Man International Business School (The IBS) will include:

- ◆ A Speaker Application Form, to ascertain your area(s) of expertise, sell your seminars and arrange your payment.
- ◆ Promotion of your seminars through the local media and direct marketing, including the creation of a 'fact sheet' about you and the content and learning outcomes of the seminars.
- ◆ A branded powerpoint template for your presentation.
- ◆ A room/ computer/ projector/ projector screen to deliver your presentation.
- ◆ x2 buffet lunches (free of charge).
- ◆ A CPD certificate worth 2 CPD hours.
- ◆ A feedback form.
- ◆ Payment of £100 within 60 days of your second seminar (to fit with Isle of Man Government payment runs).
- ◆ Notification of future CPD seminars at The IBS (optional).
- ◆ Subscription to the email newsletter of The IBS (optional).

The Isle of Man International Business School (The IBS) is responsible for:

- ◆ Identifying potential speakers and maintaining a running programme of CPD seminars/events (Tiffany Jacobsen).
- ◆ 'Quality assuring' the Speaker and the content of their CPD seminars (Colin Gundry).
- ◆ Promoting our CPD seminars using information from the Speaker Application Form and supporting items (Tiffany Jacobsen).
- ◆ Organising suitable rooms and catering/refreshments for CPD seminars (Gill Maddox).
- ◆ Administering enquiries and registrations for CPD seminars (Cheryl Reeday).
- ◆ Administering payments and invoicing for CPD seminars (Emma Morrison).
- ◆ Meeting/greeting delegates and distributing a delegate pack inc. printouts of the presentation, CPD certificate, feedback form, CPD calendar, CPD delegate registration form (Cheryl Reeday).
- ◆ Meeting, introducing and thanking the Speaker at the start/end of their seminars (Tiffany Jacobsen).
- ◆ Providing IT support/ troubleshooting for the Speaker on the day (Tiffany Jacobsen/Melanie Jones).
- ◆ Reviewing feedback from delegates and the Speaker (Tiffany Jacobsen/Colin Gundry).

Key Contacts

Contact	Job Title	Queries	Contact Details
 Miss Tiffany Jacobsen	Head of Sales and Marketing	All except those detailed below.	T: +44 (0)1624 693720 E: t.jacobsen@ibs.ac.im
 Mr Colin Gundry	Head of Professional Programmes	Content and learning outcomes of your seminar.	T: +44 (0)1624 693729 E: c.gundry@ibs.ac.im