

The ICT Hub National
Conference for the
voluntary and community
sector 2007

ChangeUp



Pathways to success

Supported by



Emirates Stadium
London

28 March 2007

including the ICT Hub National Awards

Information Communication Technology (ICT) is not just a term for those who work in IT departments. Everyone uses ICT in all aspects of a typical working day from sending emails, finding information on the internet, managing contacts and making telephone calls.

If used correctly or more efficiently, ICT can help to save money, time and resources and ultimately improve the efficiency of your organisation, large or small.

This one day conference recognises that your skills and knowledge vary but no matter what your experience is, it will:

- Encourage you to think about the bigger picture
- Provide useful tips and suggestions
- Signpost where to get help
- Look at ways you can fund and manage your ICT budget
- Encourage you to meet other people and share experiences
- May even help you generate income!

This conference is for small and medium sized organisations that deliver services directly to people but need some encouragement and guidance in their use of technology. The workshops are designed for differing levels of ICT knowledge and are suitable for voluntary organisations at all stages of managing their ICT.

The event is hosted by the ICT Hub, a partnership of national voluntary and community organisations that provide services to help other voluntary and community organisations benefit from ICT.

At the end of the conference there will be a drinks reception, followed by presentations to the winners of the ICT Hub National Awards. To apply for an award, visit www.ictHub.org.uk/ICT_Hub_Awards before 16 February 2007.

Fifty free places will be available to the smallest voluntary and community organisations that have an annual income of less than £100,000.

Programme

9.30	Registration, Tea and Coffee
10.00	Welcome and Introduction to the Day <i>Sian Basker, Chair, ICT Hub Advisory Group</i>
10.15	Why is ICT important? <i>Martin Jarvis, Managing Director, Blackbaud</i>
10.30	Workshop 1
11.30	Tea and Coffee
12.00	Workshop 2
13.00	Lunch
14.00	Energiser session
14.15	Is the voluntary sector ready to join the new participatory culture? <i>David Wilcox, Social Reporter, www.mediablends.net</i> David looks at why we need to be more active using social media with useful tips and suggestions.
14.45	Workshop 3
15.45	Q&A/Closing Remarks/ICT Hub Resources <i>Sian Basker, Chair, ICT Hub Advisory Group</i> <i>Nicola Thompson, Head of ICT Hub</i>
16.30	Close of conference Drinks Reception (Optional)
17.30	ICT Hub Awards
18.30	Close of awards

Workshop Session 1

■ Things to Think About

Simon Davey

First steps to identify and plan what your organisation needs.

■ Communicating Using ICT

Paul Caplan, Media Trust

How can you attract, inspire and involve new audiences in your work using ICT? In this session you will hear about tried and tested ways as well as about some of the more innovative ways the sector is communicating using ICT.

■ Engaging Your Audience

Your Charity Space, Media Trust

Community Channel's YourCharitySpace is a social networking resource aimed specifically at charities and individuals wanting to communicate, fundraise and campaign about charities and causes they support and feel passionate about. They share their experiences to give you ideas about how you can generate interest for your organisation.

Workshop Session 2

Where to Get Help

Anne Stafford, iT4Communities and
Marcus Otite, Superhighways

We identify free or low cost sources of support to enable your organisation to put its ideas into practice or solve common problems.

Managing Your ICT Support

Paul Ruskin, CIAC

Practical tips to consider when working with suppliers, consultants and Circuit Riders and ideas about purchasing shared technical support and services.

Sharing Ideas Across the Regions

Paul Webster, NAVCA

This speed networking session will introduce you to people in other regions so you can share experiences and ideas. Don't forget your business cards.

Workshop Session 3

How to Cost and Fund ICT

Esther Gillespie

This session is for those who are new to thinking about planning and costing their ICT. It also signposts to where and how to source funding for ICT.

Make the Most of Your ICT Budget

Matthew Edmondson, National Computing Centre

Practical suggestions on how you can save money on ICT such as making calls over the internet, open source software and sharing resources.

Fundraising Through the Internet

Adam Clamp, SCIP Hastings and Megan Griffith, NCVO

The internet holds a wealth of information which can help your fundraising. This session will give you some practical tips which could help you raise the funds you need and boost your sustainability

Key to workshop levels

■ Ideal for people with no or limited knowledge of ICT

■ Ideal for people with some knowledge of ICT

■ Ideal for people with experience of working with ICT

Do you have any dietary or access requirements?

You are a:

- Voluntary and Community Organisation
 Infrastructure Agency
 Policy Maker Funder
 Corporate Organisation Circuit Rider

I am a member of

- NCVO NAVCA net:gain

Cost Conference only + Awards

Member small 61.00 70.00

Non member small 88.00 100.00

(your income is less than £100,000)

Member medium 69.00 78.00

Non member medium 99.00 112.00

(your income is between £100,000 and £1million)

Member large 77.00 87.00

Non member large 110.00 125.00

(your income is more than £1million)

Corporate member 115.00 131.00

Corporate non member 165.00 187.00

An early bird booking discount of 10% is available for bookings received before 14 February.

***50 FREE PLACES** – we would like to offer the first 50 bookings from small voluntary organisations (those with an income of less than £100,000) a free place at the conference. These will be offered on a first come first served basis. Once the free places have been allocated we will invoice at the price stated above. **Please note that due to demand, only 1 free place is available per organisation**

Workshop 1 – please select one

- Things to Think About
- Communicating Using ICT
- Engaging Your Audience

Workshop 2 – please select one

- Where to Get Help
- Managing Your ICT Support
- Sharing Ideas Across the Regions

Workshop 3 – please select one

- How to Cost and Fund ICT
- Make the Most of Your ICT Budget
- Fundraising Through the Internet

Payment

- I enclose a cheque made payable to NCVO for £
- Please invoice my organisation
- I am eligible for a free place*
- Please charge my Mastercard/Visa credit card number

Issue number										Expiry date									
Name on card																			
Signature																			

CANCELLATION POLICY

50% of the delegate fee will be refunded for cancellations received up to 10 working days before the event. After this no fees are refundable for cancellation or non-attendance.

PRIVACY STATEMENT

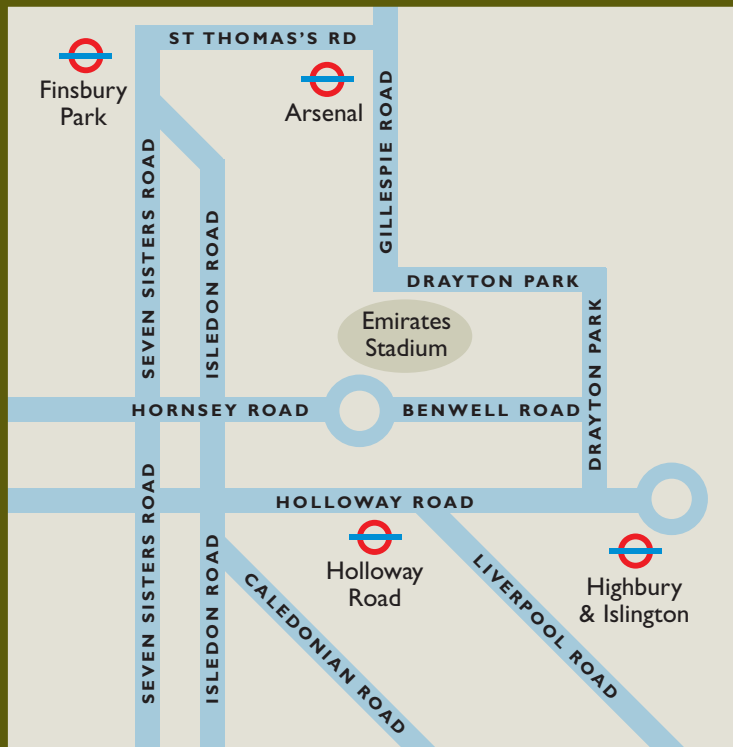
The information provided will only be used to process your delegate status at this event. It will not be passed to third parties.

If you would not like to receive the ICT Hub's monthly e-newsletter then please tick here

Tick here if you would like to receive information from our sponsor Blackbaud.

PLEASE RETURN WITH THE APPROPRIATE

PAYMENT TO: Louise Brown, Administration and Outcomes Officer, The ICT Hub, NCVO, Regent's Wharf, 8 All Saints Street, London, N1 9RL Tel: 020 7520 2509 Fax: 020 7713 6300 Email: ictresources@icthub.org.uk



Emirates Stadium London

Getting there

Tube: Arsenal or Holloway Road (Piccadilly Line) are the nearest tube stations to the Emirates Stadium

Train: Drayton Park and Finsbury Park are short walks from the stadium. Trains to these stations depart from Moorgate (for Drayton Park) or Kings Cross (for Finsbury Park)

Taxi: A taxi from Kings Cross will take about ten minutes, 15 minutes from Euston or 20 minutes from Liverpool Street



The ICT Hub is a partnership of national voluntary and community organisations that provide services to help organisations in the voluntary and community sector benefit from ICT. For more information about the ICT Hub, visit our website www.icthub.org.uk or call our free helpdesk on **0800 652 4737**.