

# Equality and Diversity UK Ltd

Warwick House ♦ 14 Lowes Rd ♦ Bury ♦ BL9 6PJ

Telephone: 0161 265 3420

Mobile: 0791 204 3254

www.equalityanddiversity.co.uk



## **Supporting the development needs of the Third Sector -**

### **Seminars run from October 2009 to January 2010**

**Manchester, Leeds, Lancashire, Merseyside**

#### **Overview**

Third Sector organisations (the government's term for charities, voluntary organisations and social enterprises) play a vital role at the heart of communities. It is right that those who work for them have the opportunities to compete with statutory bodies and to develop successful and rewarding businesses which meet the needs of diverse communities.

Equality and Diversity UK is providing opportunities for Third Sector organisations to develop high profile, equality focussed websites. **We will develop an inclusive website for all organisations attending.**

- A website provides an instant visual presentation
- A website that supports a diverse range of users to easily access your information
- A website that offers information in a range of formats
- A website can be found through search engines - this means your potential users can find you easily
- A website is always available - your website can provide information to your users even when your offices are closed
- A website is interactive - where a diverse range of users can ask questions, send you messages, download your material, etc
- A website targets the individual needs of each visitor exclusively:
- A website is easily updated: you will have the facility to update your website and the skills to do this
- A website saves on printing and mailing costs:
- A website improves customer relations: your website will enable you to be available 24/7 to your users

There are many more benefits to having a website than those listed above. We encourage you to sign up for our equality and diversity website development seminar to find out more. We will help you realise your ambition of owning an inclusive website. You can also sign up for this seminar if you already have a website design that is not meeting diverse needs or your expectations; if you feel you are not getting the benefits that you should be getting or reaching diverse groups and individuals, we can help you change that. The offer is limited to 20 organisations only in each region so don't delay

All Third Sector organisations signing on to our seminars will have access (via membership) to our website which will provide advice and guidance on Equality, Diversity and Inclusion, ICT issues and future developments. We will also be offering training and consultancy to the Third Sector which covers equality, ICT, policy development and much more.

Sign up for our half day seminars in October, November, December, and January. The cost of the seminar is £250.00 for the half day and for this fee we will develop an all inclusive website which will provide access for a diverse range of service users for your organisation.

#### **Target Audience**

All Third Sector organisations with a need for support on Equality and Diversity, and who need to develop new inclusive websites or revise an existing website to make it more inclusive.

#### **Course Dates**

October 2009 - Manchester

November 2009 - Leeds

December 2009 - Lancashire

January 2010 - Merseyside

## **Supporting the Development Needs of the Third Sector**

No of Places Required	Cost
1 Place	£250 per delegate
2+ Places	£150 per delegate

Manchester Oct 09       Leeds Nov 09       Lancashire Dec 09       Merseyside Jan 10

Delegate Name	Position	Email Address
1.		
2.		

Total number of places required: \_\_\_\_

### Lead Delegate Details *(for event mailing & confirmation purposes)*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Special Needs or Disability Access: \_\_\_\_\_

**Method of payment - (please tick)**

Please invoice my organisation for £ \_\_\_\_\_

I wish to pay by credit card:

Name on card: \_\_\_\_\_ Card Number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid From Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

### Invoice Details *(If different from above)*

Name: \_\_\_\_\_

Position: \_\_\_\_\_ COST CENTRE CODE: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

**ACCOUNTS** Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_

I/We agree to notify you of all cancellations and changes in **writing** no later than 30 days prior to the date of the event. I/We further agree to pay £75 administration charge per place on cancellation. If registration or cancellation is received less than 30 days prior to the date of the training the full delegate fee is payable; however, a substitute may be sent. **PLEASE NOTE THE COMPANY NAME TO MAKE PAYMENT TO IS Equality and Diversity UK LTD.** A confirmation e-mail will be sent within 24 hours for any booking received with payment or order number.

Signed (type name if emailing).....Date:.....

**Please email back to seminars@equalityanddiversity.co.uk**  
 (If you would prefer to return by **fax** please do so on **0161 386 8638**)