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**TLC BOOKING REQUEST FORM 2017/18**

**(Please Note: Only teaching, learning and educational sessions will be accommodated at the Teaching and Learning Centre. Group meetings, patient case meetings, social gatherings, MDT’s or other patient related activity (except clinical skills) will not be accepted.)**

**NAME: EMAIL:**

**DEPARTMENT:**

**EVENT NAME:**

**START DATE:**

**FREQUENCY: (e.g. weekly/monthly)**

**START TIME: FINISH TIME:**

**NO of ATTENDEES:**

**ATTENDEES AFFILIATION: (e.g. NHS or UoG)**

**IS THERE A COURSE FEE?:**

**WHERE WAS THE EVENT PREVIOUSLY HELD?:**

**SPECIAL REQUIREMENTS?: (e.g. VC)**

**PLEASE OUTLINE DETAILS OF THE EVENT (NB: Insufficient detail will result in the booking being rejected. Where appropriate, include the programme for the event):**

**\*Please email completed forms to your local timetabling administrator\***

**List of NHS timetabling Super-Users**

|  |  |  |
| --- | --- | --- |
| **Super-User** | **Department** | **Email** |
| Andrew Clark | Health & Safety | Andrew.clark2@ggc.scot.nhs.uk |
| Justine Cannon | Medical Education | Justine.cannon@ggc.scot.nhs.uk |
| Kirsty Hamilton | Medical Education | Kirsty.hamilton@ggc.scot.nhs.uk |
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| Alison Davidson | Practice Development | Alison.davidson@ggc.scot.nhs.uk |
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| Annette Scott | Learning & Education | Annette.scott@ggc.scot.nhs.uk |

**Timetabling Process Timeline 2017/18**

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**Organisational structure for timetabling process**

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