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**TLC BOOKING REQUEST FORM 2018/19**

**(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.)**

**If you require information regarding the teaching rooms available at the TLC, please refer to the TLC website (link below). The website contains information on room capacities and AV specifications, as well as room images.**

[**http://www.nhsggc.org.uk/patients-and-visitors/main-hospital-sites/queen-elizabeth-university-hospital-campus/teaching-and-learning-centre/**](http://www.nhsggc.org.uk/patients-and-visitors/main-hospital-sites/queen-elizabeth-university-hospital-campus/teaching-and-learning-centre/)

**Please complete the booking request form and return to your local timetabling administrator**

|  |  |
| --- | --- |
| **Name** | **e.g. John Smith** |
| **Email** | **e.g. john.smith123@ggc.scot.nhs.uk** |
| **Department** | **e.g. NHS Learning and Education** |
| **Event Name** | **e.g. Acute Core Statutory and Mandatory Training** |
| **Start date** | **e.g. 12/09/2018** |
| **End date** | **e.g. 01/08/2019 (only required if it’s a series of teaching sessions)** |
| **Frequency** | **e.g. Weekly (this can be daily, weekly, monthly, one-off etc)** |
| **Start Time** | **e.g. 12pm** |
| **Finish Time** | **e.g. 2pm** |
| **No. of Attendees** | **e.g. 45** |
| **Is this booking flexible?** | **e.g. Yes; this can also take place on Thursday at 2pm.**  **(NB: Booking requests that are flexible are more likely to be accommodated)** |
| **Attendees affiliation** | **e.g. NHS** |
| **Course fees?** | **e.g. No** |
| **Where was the event previously held?** | **e.g. TLC** |
| **Special requirements?** | **e.g. Require VC** |
| **Details of Event** | **(NB: Insufficient detail in this section will result in the booking being rejected. Where appropriate, include the programme for the event):** |

**List of NHS timetabling Super-Users**

|  |  |  |
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| **Super-User** | **Department** | **Email** |
| Jacqueline-Anne Gaffney | Medical Education | Jacquelineanne.gaffney@ggc.scot.nhs.uk |
| Justine Cannon | Medical Education | Justine.cannon@ggc.scot.nhs.uk |
| Kirsty Hamilton | Medical Education | Kirsty.hamilton@ggc.scot.nhs.uk |
| Lorna McLaren | Medical Education | Lorna.mclaren@ggc.scot.nhs.uk |
| Tracy Ross | TLC Admin | Tracy.ross@glasgow.ac.uk |
| Stephanie McGeoch | Resuscitation | Stephanie.mcgeoch@ggc.scot.nhs.uk |
| Alison Davidson | Practice Development | Alison.davidson@ggc.scot.nhs.uk |
| Margo Simpson | Practice Development | Margo.simpson@ggc.scot.nhs.uk |
| Josephine Gilchrist | Practice Development | Josephine.gilchrist@ggc.scot.nhs.uk |
| Trudy Clark | Practice Development | Trudy.clark@ggc.scot.nhs.uk |
| Agata Choma | Learning & Education | Agata.choma@ggc.scot.nhs.uk |
| Annette Scott | Learning & Education | Annette.scott@ggc.scot.nhs.uk |

**Timetabling Process Timeline 2018/19**

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**Organisational structure for timetabling process**

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**Confirmation of bookings**

We aim to confirm bookings before the end of July 2018. In order to maximize space utilization, please note that confirmed bookings are subject to room changes within the Centre at the Centre Managers discretion.