

Event Management Packages

Who Are We?

The Andrew Sims Centre, part of Leeds and York Partnership NHS Foundation Trust, is a UK provider of public sector conferences, training workshops and professional development events.

We aim to meet the educational needs of all health and social care professionals working in mental health and learning disabilities services throughout the country. Our provision focuses on clinical and therapeutic practices, service delivery and management, and multidisciplinary working.

We deliver our own programme of over 60 conferences and professional development events a year, primarily in the fields of mental health and learning disabilities, to a multi-disciplinary national audience. We also work with other NHS and public sector organisations to deliver their training and conferencing requirements.

Although we are part of the NHS, we are self-financing and not-for-profit organisation who have delivered excellent training and tailored event management for over a decade.

The Team

Sophie Billingsley, Senior Events Officer
Sally Flint, Marketing and Events Officer
Dawn Newlands, Events Officer
Katie Foster, Events Administrator

What Makes Us Special?

- ✦ Established in 2000, the Andrew Sims Centre has built up an expertise in the design and delivery of all types of learning and development programmes.
- ✦ We have access to a wealth of clinical expertise in the fields of mental health and learning disabilities from our colleagues in the Trust, who help us design relevant, topical and high quality development programmes.
- ✦ All events are carefully planned, delivered and evaluated, and we have a proven track record for customer service.
- ✦ Based in Leeds, we have excellent contacts within the region as well as further afield, including a network of nationally renowned speakers, and excellent relationships with local venues.

What We Can Offer You.

- ✦ Individually tailored professional development courses.
- ✦ Full events management service
- ✦ Expert trainers and speakers in the fields of mental health and learning disabilities
- ✦ A professional service, with a proven customer service record

Andrew Sims Centre

What to expect:

- ❖ A team of experienced event managers
- ❖ Organise and attend event planning meetings (a proportion of this can be undertaken by email)
- ❖ Professional input into the programme development
- ❖ Source, liaise and confirm speaker(s) / facilitator(s) / AV hire
- ❖ Develop and produce the conference promotional materials with input from planning team
- ❖ Conduct an advertising campaign to target market (*email only* - you would provide the emails of those in your trust who wish to attend)
- ❖ Manage delegate reservations, confirmations and enquiries (Through a private link)
- ❖ Financially account for all the income and expenditure linked to the conference (optional)
- ❖ Research, book and liaise with final venue (Should you wish to have an external venue, however you will have to cover this cost)
- ❖ Welcome and register all delegates and provide a delegate support service at the conference
- ❖ Oversee the smooth running of the event throughout the day by providing a dedicated event team on the day
- ❖ Provide a comprehensive delegate pack to all attendees, as well as badges and CPD certificates
- ❖ Provide a course evaluation process and summary of results

Previous Events Include

- ❖ Medical Update for Psychiatrists
- ❖ Clinical Leadership Skills
- ❖ Psychopharmacology
- ❖ Teaching Skills
- ❖ Depressive Illnesses in Older People
- ❖ SAS Doctors Programme
- ❖ End of Life Care Conference
- ❖ World Mental Health Day
- ❖ Hearts and Mind Conference
- ❖ Award Ceremony
- ❖ Trust Training Days

If you would like more information, or an informal discussion of your learning requirements, please contact:

Sophie Billingsley, Senior Events Officer

Tel: 0113 855 5638

Email: andrewsimscentre.lypft@nhs.net

You can also follow us on social media for latest updates on courses and discount offers:

Facebook: [@AndrewSimsCentre](https://www.facebook.com/AndrewSimsCentre)

Twitter: [@AndrewSimsCtr](https://twitter.com/AndrewSimsCtr)

LinkedIn: [linkedin.com/in/andrew-sims-centre](https://www.linkedin.com/in/andrew-sims-centre)

Website: www.andrewsimscentre.nhs.uk



Andrew Sims Centre Event Management Service

Email andrewsimscentre.lypft@nhs.net for more information

