



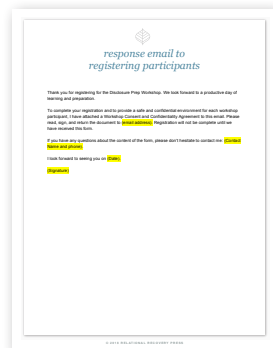
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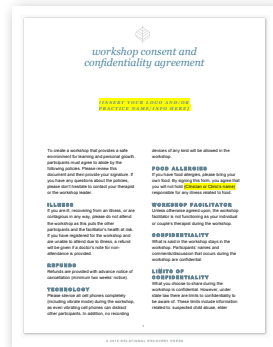
workshop set-up

THIS SECTION CONTAINS THE INSTRUCTIONS AND FORMS YOU WILL NEED TO PREPARE FOR AND SET UP THE WORKSHOP. THIS INCLUDES:



■ **Response email to registering participants (Word Doc D)**

This email is to be sent to participants to confirm their registration and to ask them to sign the workshop consent and confidentiality agreement (Word Doc E) which should accompany this email.



■ **Workshop consent and confidentiality agreement (Word Doc E)**

This document is to be signed by each workshop participant prior to the workshop and should be sent out with the response email to registering participants (Word Doc D).



■ **Participant tracking form (page 7)**

■ **Workshop set-up checklist (page 8)**

■ **Participant reminder email (Word Doc F)**

This email is sent to participants 3-4 days prior to the workshop as a reminder and to provide any last minute details about the workshop.