

APMP Training Day 2016

18th October: Training Day Overview

Location:	Wokefield Park Conference Centre Goodboys Lane, Mortimer, Reading, Berkshire, RG7 3AE
Public Transport:	If using public transport, please click the “ Important Info – Read Me ” button on this page .
On Arrival for Training & Accommodation:	<p>You will arrive at the roundabout shown on the bottom left of this map. Turn left at that roundabout towards Number 3. Free parking is available in the area marked Number 14.</p> <p>Once parked, walk to the conference centre (Number 3) for accommodation check in and attending training.</p> <p>Bedrooms are located in both the conference centre building and Old Mansion 200m away.</p>
Evening Meals:	On arrival, tables of up to 10 people can be booked (à la carte dining) in The Maple Restaurant (reservation required). Alternatively, in the Executive Centre, the “Steak, Bake & Grill” offers a buffet service and bar food can be ordered in the Executive Bar.
Registration:	You will be registered and issued a training day name badge in the entrance to the Conference Centre.
Hotel Floorplan:	Hotel floorplan
Refreshments & Lunch:	Provided on arrival, mid morning and mid afternoon. Lunch is provided for all trainees from 12:30 – 13:30 in the Steak, Bake & Grill Restaurant.
Training Day Schedule:	The 18th October Training Schedule provides times and locations for the seven APMP courses being held.
Workshop Name & Location	
APMP “Completion” & “Quick Start” workshops:	Time: 09:00 – 17:00 Room: Sky 4
Course Requirement:	Laptop, PPAQ (MS Word), Practitioner Standards and Guidelines (hard/soft copy)
“Quick Start” Recommendation:	Complete this tutorial which takes 40-45 minutes. Look at the documents at the bottom of the same link. These can be downloaded and saved.
Bid / Proposal Planning:	Time: 09:30 – 12:30 Room: Sky 3 Trainer: Cathy Day, Shipley Ltd
Client Interface & Strategy Development:	Time: 09:30 – 12:30 Room: Sky 1 & 2 Trainer: Graham Ablett, Strategic Proposals

Proposal Writing: Time: 14:00 – 17:00
Room: Sky 1 & 2
Trainer: Susan Hanning, Strategic Proposals

Content Planning: Time: 14:00 – 17:00
Room: Sky 3
Trainer: Cathy Day, Shipley Ltd

Foundation Course: For all queries, please contact [Jon Williams](#) at Strategic Proposals

Full Training Day Schedule can be viewed [here](#).
Individual course details can be seen [here](#).

Name Badges: These must be worn throughout. Different badges denote specific access dates.
We request all badges are handed back for re-use.

Cloak Room / Storage: Storage for suitcases and coats is located in the [luggage store](#) near the Executive Suite. APMP accept no responsibility for any items.

WiFi: The hotel offers complimentary WiFi. Three Wi-Fi codes available are: MAVE171016 2MAVE171016 & 3MAVE171016

Conference Welcome Reception – evening of 18th October: For trainees staying on to attend the conference, UK CEO Richard Bannon is holding a Welcome Reception in the exhibitor area of the Conference Centre on 18th October between 19:00 and 20:30. Light refreshments will be available. This invitation is extended to all delegates and if you are attending, please [RSVP](#) before **14th October** to assist with planning.

APMP UK App: Operating across all platforms, this is free and can be downloaded by searching "APMP UK" in your app store. In addition to training and conference information, the app includes APMP UK news, courses and events year-round.

Accommodation: A few rooms remain available at [Wokefield Park](#). There are also [alternative hotels](#) nearby.

