

BRIEFING FOR BUILDING VISION EVENT – Q&A



The Methodist Church

Birmingham and Wolverhampton&Shrewsbury Districts

“Building Vision” day, Sat.15th May, King Edward VI School, Handsworth, Birmingham

Q. What does the event aim to do?

A. This event brings together Church and community organisations to present alternative ways of worship and thought, and makes valuable resources more widely available.

Q Who’s invited/what can they do?

A. You can just attend, volunteer to run a workshop, set up a “market stall” where you can give away or sell resource materials, or showcase projects that you’ve done or are doing. There is a “worship strand” where each hour we have a different form of worship. Everyone is welcome, for all or part of the day.

Q. How can I reserve my place? What do I receive?

A. Phone or email either the Birmingham or Wolverhampton & Shrewsbury District Offices. It’s free – but we need you to register so that we can plan the day. Closing date is Friday 23rd April (St George’s Day) for planning purposes, as we need to send out event plans, but you *can* register later. We need to let seminar-givers know how many people to expect.

Once you have registered, you will receive a confirmation email. After 23rd April, you will receive the programme, your seminar schedule, directions, car parking information, etc.

If you are giving a keynote or a seminar/workshop, you will receive details of what room you are in, confirmation of times, and resources (e.g. screen, projector) booked.

If you have a market stall, you will receive details of your site, resources, times, etc.

All this information will be posted on the District websites; if you have no internet access, we can contact you by post.

Q Where can I obtain up to date information and advertising materials?

A. The District Offices and District websites.

0121 449 0131 office@bhammeth.org.uk, Deborah Webb, in Birmingham

01902 332508 bs@wsmeth.org.uk, Brenda Shuttleworth in Wolverhampton

Websites: www.bhammeth.org.uk and www.wsmethodist.org.uk

Q. What do I do if I want to give a seminar?

A. Contact one of the District offices, send them the booking form (available on the websites or from the District offices) so that they have your details on file. Seminars should be approx 30-40 mins long so that we can run one each hour, giving people time to ask questions, and move around the site. Various rooms are available and you will receive a site map. If you use Powerpoint please check the level of program that you use, or save as “97”. Please make sure that we know if you need any equipment.

BRIEFING FOR BUILDING VISION EVENT – Q&A

Q. What do I do if I want to have a “market stall” ?

A. Contact one of the District offices, send them the booking form (available on the websites or from the District offices) so that they have your details on file. Tables are approx. 1 metre long. You can book two. Tell us if you need any equipment or want to bring your own pop-up stands or notice boards, so that we can site them appropriately. You will receive a site map and information about parking/unloading.

Q. It's free – but what about refreshments?

A. Tea, coffee and water is free; cold refreshments (food and drink) are available for purchase on-site or you can bring your own lunch.

Q. What about car parking?

A. There is plenty of car parking on site, free of charge. We will reserve an area for disabled people and for those who are unloading; this will be indicated in your pre-event information. . The car parks will be signposted.

Q. What will be the format of the event?

A. The Provisional Programme is shown below:

There will be a mix of keynote speakers, concurrent workshops/seminars, worship sessions and a “marketplace” where people can showcase and/or sell resources and information.

9:00 for 10am Registration, coffee, confirmation of seminar groups etc.

Marketplace opens from 9:30 with up to 50 stalls, manned and unmanned.

Plug points, tables/chairs, internet connections etc. need to be booked in advance.

10:00	Main Hall – Keynote speech opening the day
10:30	Seminars/workshops begin (up to 8 concurrent)
12:30	Lunch
13:30	Keynote speech in Main Hall
14:00	Seminars/workshops (up to 8 concurrent)
15:00	Coffee
15:30	Keynote speech in Main Hall
16:00	Concluding speaker and Act of Worship

Q. When will the programme be confirmed?

A. Monthly updates will be sent to Superintendent Ministers and will be posted on the District websites. We will ask for information to be put on local websites.

The cut-off date is Friday 23rd April (St George's Day).

All those who have registered will receive information after this date, by email or post.

The District websites will be updated.