

# Department of Education, Sport and Culture

## Employment & Skills 2023 Application Form

Thursday 9th November 2023

(setting up from 12 noon on Wednesday 8th November 2023)

You are asked to return the completed form to:

Frances Cowin

Training and Events Co-ordinator Professional Development Centre Santon

IM4 1EG

Or Email: frances.cowin@sch.im

### Your details

Name  
(contact at your organisation for the event)

Organisation/company name in full

Organisation/company address in full

Telephone Number

Email

Website

### Your stand

Each stand normally consists of a table (8' x 2'6") & 2 chairs – please indicate if you do not want a table

Number of meals requested

Internet connection required

Yes

No

Please note cable internet access is only available in the Promenade Suite. Wi-Fi is available in both the Royal Hall and the Promenade Suite.

Any other special requests

Kindly note, all units will have power. Exhibitors must bring display boards, TV/DVD units, etc

## Your online listing

The below information will appear in an electronic listing available online so please check it carefully. No application will be accepted without the below being completed in full.

Organisation/company name in full

Contact name

Contact tel no

Contact email

Website

### Sector (please tick)

Armed Forces

Public Sector

Law

Communications

Recruitment

Hospitality

STEM

Financial

Retail

Charitable Organisation

Creative Industries

Other Services/Businesses

### Your application

Your application should be submitted to:

Frances Cowin  
Training and Events Coordinator  
Professional Development Centre  
Santon  
IM4 1EG

Or email: frances.cowin@sch.im

To arrive no later than 25th August 2023

You will receive notification shortly after that date to advise whether your application has been accepted.

While participation in the event is free of charge, kindly note that an administration charge of £100 will be levied if you withdraw from the event on or after 2<sup>nd</sup> October 2023 and in signing below, you agree to accept this and the conditions outlined in our covering letter.

Signed

Date