

# APMP Training Day 2015

20<sup>th</sup> October 2015

Park Inn Hotel, Bath Rd, Heathrow, Middlesex, UB7 0DU, UK

## 20<sup>th</sup> October: Training Day Overview

On Arrival:	To obtain free hotel parking, it is important that on arrival you provide the hotel main reception with your car registration and length of stay. There is ample parking with an overflow option if needed.
Registration:	You will be registered and issued a training day name badge in the entrance to the Orbitor Conference Centre.
Hotel Floorplan:	<a href="#">Hotel floorplan</a>
Refreshments & Lunch:	Provided on arrival, mid morning and mid afternoon. Lunch provided for all trainees from 12:30 – 13:30
<b>Workshop Name</b>	All workshops are being held in the "Orbitor" Conference Center
APMP "Completion" & "Quick Start" workshop:	Time: 09:00 – 17:00 Room: Atlantis 1
Course Requirement:	Laptop, PPAQ (MS Word), Practitioner Standards and Guidelines (hard/soft copy)
"Quick Start" Recommendation:	Complete <a href="#">this tutorial</a> which takes 40-45 minutes. Look at the documents at the bottom of the same link. These can be downloaded and saved.
Capture Planning:	Time: 09:30 – 12:30 Room: Atlantis 2 Trainer: Cathy Day, Shipley Ltd
Executive Summaries:	Time: 09:30 – 12:30 Room: Endeavour Room Trainer: Jon Williams, Strategic Proposals
Red Team Reviews:	Time: 14:00 – 17:00 Room: Endeavour Room Trainer: Jon Williams, Strategic Proposals
Storyboarding:	Time: 14:00 – 17:00 Room: Atlantis 2 Trainer: Cathy Day, Shipley Ltd
Foundation Course:	For all queries, please contact <a href="#">Amanda Moran</a> at Shipley Ltd
Full Training Day Schedule can be viewed <a href="#">here</a> .	Individual course details can be seen <a href="#">here</a> .
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 available inside the Conference Centre. No responsibility accepted by APMP for any items left.
WiFi:	The hotel offers complimentary WiFi

Conference Welcome Reception:

For trainees staying on to attend the conference, the APMP UK CEO is holding a Welcome Reception in the exhibitor area of the Orbitor Conference Centre on 20<sup>th</sup> October between 19:00 and 20:30. Light refreshments will be available. This invite is to all conference delegates. If you will attend and have not already responded, please [R.S.V.P](#)

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.

Training Location:

Park Inn Hotel, Bath Rd, Heathrow, Middlesex, UB7 0DU  
Reservations Tel: +44 (0)208 759 9991

Accommodation:

Rooms are currently available at the [Park Inn Hotel](#). There are also alternative hotels nearby.

Travel:

A range of [travel options](#) to the venue are available.

**Heather Bennett** | Conference Coordinator | [APMP UK](#) | [APMP UK App](#)  
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