

Group Booking Policy explained...

We are delighted that you have expressed an interest in bringing a group or groups of students to one of our events.

As per our marketing material, we offer £3.50 per student for visiting students in Year 11, 12 or 13. Whilst you can bring students from Year 10 in limited numbers, funding is not provided for this year group.

Now, this is the most important bit of information and excuse the formality, but this is unfortunately necessary based on our experience over the past 10 years.

To **confirm** your funding, we need the following information from you within the next 14 days.

- Confirmation from you that this trip has been signed off by a member of your SLT including providing the details of who has signed the trip off.
- Confirmation from you that appropriate travel arrangements (coach bookings) have been reserved/confirmed.
- Confirmation that you have agreed and understand that we will reimburse travel at £3.50 per student provided each student is individually registered and has their QR code ticket – if you bring 80 students but only 50 have registered then we will only pay 50 x £3.50.

This may sound a bit 'needy', but the heart-breaking fact is that during 2023 from a total budget of £250,000 to support travel to our events, some £80,000 of this was allocated to groups who cancelled trips/pulled out with very short notice. We could have allocated this to those groups on our waiting list if we had known sooner. Basically, please do not reserve places unless you are very, very confident you will attend.

How to claim your funding...

Here at NAS Media, we try to make this process as easy as possible. To claim your travel funding, you **MUST** bring your completed group arrival form to our **Welcome Desk** on arrival to the event. This form will have all the information we need to reimburse your school within 14 days of the event taking place.

Students are required to register individually to attend the event, this allocates them a unique QR code ticket so they can connect with exhibitors. The number of registered students will also determine your final travel bursary balance.

If you have any queries or concerns about this, please contact us on

info@nasevents.co.uk