

Invitation for COBIS Schools to Host a COBIS Teachers' Conference and/or Middle Leaders' Programme in 2014/15

4 March 2014

Dear Colleague,

The COBIS calendar of CPD events has been steadily growing in recent years to meet the needs of teachers, leaders, support staff, and other members of the school workforce in COBIS member schools. The geographic spread of COBIS Conferences and Professional Development programmes is also increasing. The calendar for the 2013/14 academic year included conferences and training events in Spain, Czech Republic, Japan, Romania, Brazil, Azerbaijan, Belgium and London.

As an Association, we are keen to forward plan and to help COBIS schools make best use of their CPD budget by sharing details of forthcoming conferences as early as possible. To that end, **the COBIS Board would like to invite schools to apply to host the following COBIS conferences for 2014/15:**

- COBIS training for Heads' PAs and School Secretaries (2 days in September 2014)
- COBIS Conference for Teachers and TAs (23-24 October 2014 or 30-31 October 2014 or 6-7 November 2014)
- COBIS Head Boys and Head Girls Conference (October/November 2014; usually run in conjunction with the Teachers' Conference)
- COBIS Conference for Teachers and TAs (19-20 February 2015 or 26-27 February 2015)
- Four-day Middle Leaders' Programme (February 2015; usually run in conjunction with the Teachers' Conference)
- COBIS Conference for Marketing, Development and Admissions Staff (March 2015)

The selection and announcement of host schools will be made before the end of May 2014. It is not necessary for schools to have prior experience of running conferences although this would be an advantage. COBIS will support host schools in a variety of ways which are outlined in the Host School Guidance (available by request from ceo@cobis.org.uk).

www.cobis.org.uk

Executive Director | Colin Bell

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Benefits for Host Schools:

- The opportunity to access high-quality professional development for a large proportion of school staff without associated travel costs
- The opportunity to develop a conference or training programme tailored specifically to the needs of your staff, with the added advantage of additional attendees to offset the cost and share best practice
- Publicity for the school across the wider COBIS network
- Clear link between the school name and the COBIS brand
- Support with identifying and securing high-quality trainers and speakers

How to apply:

For an initial discussion, to request a copy of the COBIS host school guidance, and to register the interest of your school please contact me on

+44 208 240 4142 or email ceo@cobis.org.uk

The next stage would be to submit a letter of application including details of available facilities and capacity, confirming available dates, proposed focus of the conference, administrative support, etc.

Please note that the closing date for the receipt of applications to host the 2014/15 COBIS Conferences is **Friday 28 March, 2014**.

Applications will initially be reviewed by the COBIS Professional Development Committee, following which a final decision will be taken by the COBIS Board prior to the 2014 COBIS Annual Conference.

Finally, please don't hesitate to contact me with any questions regarding COBIS CPD events or any other COBIS initiatives and as always, I look forward to hearing from you.

Regards,



Colin Bell
COBIS, CEO

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