



International Portage Workshop

- The International Portage Workshop is designed so that it can be delivered flexibly to meet the translation needs required by individual countries
- Two experienced Trainers will deliver the workshop
- Follow-up support is available by email to ensure the Portage Principles become embedded into the day-to-day practice of participants
- The workshop is for up to 40 participants
- Participants need to attend all of the workshop hours in order to gain the certificate of attendance

It is the responsibility of the Provider to:

- Translate workshop materials and provide interpreters where required
- Print workshop manuals for participants (the workshop materials will be sent electronically to the provider for translation and printing as soon as the deposit for the workshop has been received)
- Provide a venue with seating and tables for participants
- Provide IT facilities for PowerPoint projection and sound
- Manage the booking process for the workshop, produce an attendance register for each day and provide name badges for participants and trainers
- Make arrangements for refreshments for participants and liaise with the trainer regarding timings
- Cover all travel and accommodation costs for Trainers

The cost of the workshop is from £6,000 sterling (subject to a written contract of agreement). Please note the NPA reserve the right to cancel a workshop at any time (e.g. on the advice of the Foreign Office).