



HOUSE OF COMMONS

Regional Event for Parliamentary Constituencies University of Birmingham 2 December 2014

Programme

10.00 Registration (refreshments, networking and exhibition)

10.30 Welcome

10.35 House Service: overview and understanding your needs (followed by Q&A)

10.50 General Election Planning (followed by Q&A)

11.15 IPSA (followed by Q&A)

11.30 Breakout Session 1 – Feedback on IPSA and PICT

Breakout Session 2 – Feedback on best practices in setting up and managing Constituencies and Library products

12.15 Lunch

- refreshments, networking and exhibition;
- opportunity to consult with IPSA, PICT, Serjeant at Arms (office security), Library, Outreach and Learning & Development;
- Library specialist's surgeries – some library staff will hold Q&A sessions during which they will try and answer questions on issues in your region.

13.30 Office Security (followed by Q&A)

13.45 Guidance on use of HoC Library for Constituents' enquiries (followed by Q&A)

14.00 Q&A and closing remarks