Hosting Information

The Financial Education Forum is a cross sector network run by Young Money, which was set up in 2000 to provide a platform for organisations and individuals with an interest in financial education policy and programmes. Forum Members meet twice a year in order to share good practice and the latest news and developments in financial education for children and young people.

The Financial Education Forum is not funded, and there is no membership fee. However, member organisations with access to appropriate facilities are asked to consider hosting a meeting from time to time. This is deemed a gift in kind donation to Young Money.

Hosting Benefits

Forum hosts are offered a 5-minute welcome speaking slot at the beginning of the Forum presentations, as well as a 15-20 minute presentation slot on the main agenda. The host organisation's name will also appear on all communications about the Forum event.

Forum Meeting Dates and Times

Forum Meetings are generally held in March and October each year. While we prefer to avoid Fridays, we are flexible as to the exact date of the events in order to suit the availability of the host's venue.

There are a range of options for the timing and format of the event, provided there is approximately 1 hour for networking (with refreshments) and up to 2 hours for the presentations. Format and timing options include:

10:00am - 1:00pm	Networking morning tea followed by presentations
10:30am - 1:30pm	Presentations followed by networking lunch
12:30pm - 3:30pm	Networking lunch followed by presentations
2:30pm - 5:30pm	Networking afternoon tea followed by presentations (or presentations followed by a drinks reception)

We can be flexible on the format of the event depending on the requirements of the host venue. Please just let us know what would work best for you and your venue.

Venue Requirements

- A large room with theatre-style seating for between 60-100 attendees for the Forum Meeting
- A lectern, microphone, and projector/screen (with the facility to control and display PowerPoint slides) for the presentations
- The ability to have speakers present remotely, and for the presentations to be recorded
- A networking space, either within presentation room or a separate space
- Young Money staff will require access to the venue an hour before the Forum start time

Catering Requirements

- Forum hosts are asked to provide refreshments for all attendees, for up to an hour either before or after the meeting. Refreshments should cater for a range of dietary requirements.
- Exact catering requirements will be dependent on the timing of the event. We suggest tea/coffee and light refreshments are offered for morning and afternoon Forum events, or a light lunch for Forum events that go over lunchtime.

Young Money will:

- Complete a site visit at least 8 weeks before the event
- Manage all invitations and RSVPs, and run the meeting on the day
- Provide attendee numbers and dietary requirements in advance of the meeting
- Provide the agenda and format for the meetings
- Provide all presentations slides in advance of the meeting
- Provide printed name badges and agendas for attendees
- Staff a reception table, and comply with any venue specific safety or security requirements for attendees

We can work closely with your events team to ensure the smooth running of the event and ensure all health, safety and security requirements are followed.