

Book Now
Limited Places
Click Here

We are delighted to confirm that the British Boarding Schools Workshop in March 2021 will run as a virtual event, facilitating one-to-one meetings via Zoom between school staff and our global network of trusted reference-checked agents. Take up for the BBSW Virtual Event in November 2020 was excellent, with 188 agents from 159 companies representing more than 50 international recruitment markets. In addition, 131 boarding schools, 7 guardianship companies and 2 suppliers took part, with 143 Zoom rooms.

Feedback from School Participants, November 2020

“One word – Wow!”

“It is reassuring to know how well vetted the agents are and that showed – they were well-prepared and focused.”

“It was very relaxing to do the meetings at home without distractions.”

“Having such a great time meeting people from all walks of life and lands, this is a truly excellent arrangement - logistically perfect for me! Congratulations to the entire team”

“We have been very impressed with the format of the BBSW Virtual Event. All worked beautifully with the Zoom rooms.”

“A nice mix of catching up with people we know and a couple of good meetings with prospective new partners”

“Great event, brilliantly organised.”

When will the BBSW Virtual Event take place?

We will run the virtual event from **Wednesday 3rd to Friday 5th March 2021**. The meetings between schools and agents are all pre-booked using our online booking system and the key dates for this are:

- **Tuesday 2nd February 2021** – booking system opens for invitations and messaging between attendees and to block out times for breaks and when you are not available for meetings.
- **Thursday 4th February 2021 at 10am UK time** – schools, agents and suppliers will be able to book appointments.

How many appointments will there be?

There will be 75 appointments over the three days (25 per day on Wednesday 3rd to Friday 5th March) which will run between 7.45am and 6.05pm (UK GMT), enabling meetings with agents in different time zones. For example, agents in Asia are available when it is morning in the UK and from 2pm Mexican agents become available.

With so many appointment slots, you can decide how many meetings you wish to have and when you want to schedule them by blocking out times for breaks and when you are not free for meetings. There is no minimum number of appointments required and we recommend you build in plenty of breaks. For the November 2020 Event, some schools decided to share the appointments between a team of staff so they could maximise the number of agents they met without the onus being on one person.

How will the event work?

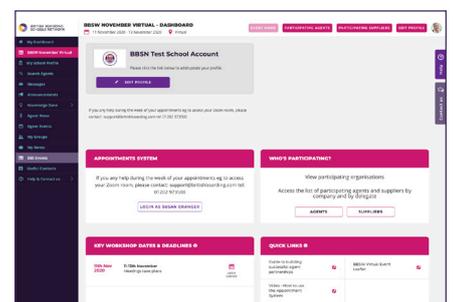
At this challenging time, it is important that schools and agents have regular communication. The BBSW Virtual Event will facilitate scheduled Zoom meetings over three days and each meeting will last for 20 minutes, with a 5 minute break between each. Schools have their own dedicated Zoom room so they can invite other members of their team to take part in the meetings regardless of where they are located.

We will be using the BBSN members' portal to provide access to an event dashboard in the same way that we run the BBSW live events. From the dashboard, schools will be able access the list of participating agents, and agents will be able to access the list of participating schools. This will be available by 2nd February 2021 at the latest. School and company profiles can be accessed by clicking through from the event dashboard. All of our members already have profiles on the portal, so we ask participants to ensure their details are up to date. If your school is not a BBSN member we will provide a profile template for you to complete via the portal.

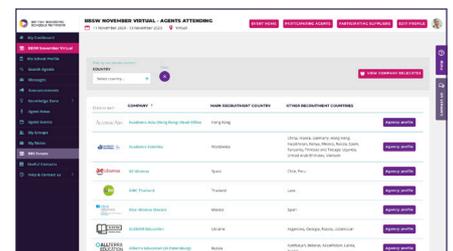
From the event dashboard users will click through to our electronic appointment system (EASy). On **Tuesday 2nd February** you will be given access to EASy so that you can block out appointment slots when you are not available and to ensure you have allocated breaks. This means you can completely tailor-make your school's schedule. For two days you will be able to send invitations and messages to agents to express your interest to meet.

From 10am UK time on **Thursday 4th February** you will be able to book appointments with agents and vice versa. Appointment requests have to be accepted by the recipient to confirm it on both schedules (or declined to free up the slot again). Further details about this will be sent to participants nearer the time.

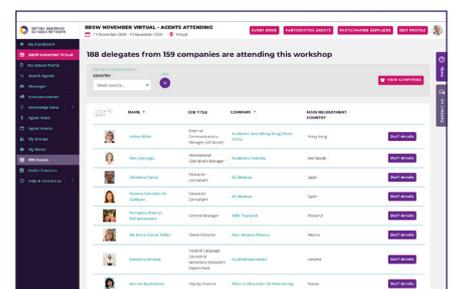
On the week of the meetings, school participants sign into their Zoom room using the details provided. Agents simply click on the Zoom link of the school they are meeting to join them in their room.



Event Dashboard



Participating companies



Participating agents



Electronic Appointment Booking System (EASy)

Will there be seminars as part of the virtual event?

We have decided not to run specific seminars in the week of the BBSW Virtual Event for two reasons. Firstly, the three days of meetings will be very busy, and we want to provide maximum time for meetings. Secondly, we will be running regular Zoom sessions for BBSN members throughout the term, enabling us to keep members informed and educated. Non-members who wish to benefit from these events can join BBSN at any time and will also benefit from the discounted event fee for the BBSW Virtual Event.

Feedback from agent participants, November 2020

“Zoomtastic!”

“This has been, for all of us, a difficult year so I really felt part of “something” and in touch with peers for the first time after months.”

“It was AMAZING and we now have so much to offer our clients and we will look forward to the March one.”

“Fantastic set of meetings with partnering schools!! A huge thank you for a well-orchestrated schedule with failure-free connections via the appointment links!”

“Today was seamless - had some great conversations with some wonderful people and the tech was hitch free all day!”

What does it cost for my school to take part in the BBSW Virtual Event?

- Price for one Zoom Host Room for BBSN members: £975 + vat
- Price for one Zoom Host Room for non-members: £1275 + vat

(Each room enables you to make up to a maximum of 75 appointments over 3 days)

Depending on the number of agents booked to take part, we may be able to offer a limited number of second Zoom Rooms and these will be allocated on a first-come-first-serve basis. We will be able to confirm availability by 18th December.

- Price for a second Zoom Host Room for BBSN members: £650 + vat
- Price for a second Zoom Host Room for non-members: £850 + vat

How many participants from my school can take part?

If you book one Zoom Host Room, you can have one, two or several members of staff in the meetings with agents. There will be 75 x 20 minute appointments across the three days, which enables you to use the Zoom room to suit your own personal requirements. For example, you could have different staff meeting with different agents (depending on established relationships, markets covered, experience etc.), or you could allocate one person to run the meetings and use the opportunity to involve staff who have recently joined the school or who are new to their role, so they can sit in on the meetings and learn from discussions between experienced staff and knowledgeable agents.

If you choose to book two Zoom host rooms, then you will be running two sets of appointments with agents across the three days. This provides a maximum of 150 appointments (75 per Zoom room). Additional rooms are subject to availability.

Summary of Key Dates

- **Thursday 19th November** – book your place and confirm participants via this link: [Book here](#)
- **Friday 18th December** - booking deadline
- **Tuesday 2nd February**– the EASy system opens for you to block out appointment slots, organise your schedule, and send messages and invitations to those you wish to meet.
- **Thursday 4th February**, 10am UK time – book appointments.
- **Wednesday 3rd to Friday 5th March** – Zoom meetings will take place.

How do I book for the event?

Please use the online form to confirm your booking: [Book here](#)

The deadline for booking is Friday 18th December.

Questions?

Please contact Suzanne Rowse, BBSN Director via email: suzanne@britishboarding.com
or tel: +44 (0) 1202 973501.

Terms and Conditions

- Cancellations made after 25th January will be charged at the full cost if we are unable to find a replacement school/company.
- Availability of second Zoom host rooms will be communicated after 18th December for those who have requested one.
- A second Zoom host room must be for the same school and cannot be used for another school in the same group.
- Full payment is required within 30 days of the invoice date and prior to the start of the event on 3rd March 2021.
- Participants are required to deal with appointment requests promptly in order to ensure meetings are confirmed in good time.
- Zoom host rooms can only be used by the school/company which has booked to participate and cannot be used by third parties such as schools which belong to the same group.
- BBSN member discounts are only valid for those who are in membership at the time of the event and should a member not renew their subscription we will invoice for the extra amount due.
- Participants must maintain good time keeping during the event to ensure their meetings run on time.
- Participants must follow the etiquette guidelines issued by BBSN prior to the event such as ensuring they participate in booked meetings.