Five steps to organising a PATW heat

1. Begin
- Choose a date and venue for your heat, once this is done, email patw@theiet.org to let us know

2. Plan
- Take a look at the organisers toolkit online for editable posters, judging packs and information
- Promote your PATW heat through word of mouth, social media and/or printed literature to gain participants and audience members
- Find some great people to be your judges

3. Prepare
- Confirm a running order of participants
- Ensure all presenters, delegates and judges are sent an email with relevant information about the heat
- Get some refreshments for your delegates
- Organise your certificates and judging packs

4. Deliver
- Run a successful heat!

5. Finally
- Send a thank you email to your presenters and judges
- Send us your metrics form and winner information
- Ensure prize money is paid (if applicable)
- Post photos of the heat on social media #IETpatw!

For more information and resources
Visit: theiet.org/PATW
Email: patw@theiet.org