

# 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](mailto: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](http://theiet.org/PATW)

Email: [patw@theiet.org](mailto:patw@theiet.org)

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