



Location Requirements 2018

Introduction

The Scottish Rural Parliament takes place every two years and is next scheduled for November 2018. The event takes place over three days and brings together around 400 people from rural communities across Scotland. The event aims to raise the profile of rural needs and successes, connect rural community representatives with decision-makers, and share ideas and practice across rural communities.

There are a number of elements which go into making the event a success. The location of the event is one of the most important and we are seeking a community with enthusiasm for hosting the event. The event should be dynamic and vibrant and whilst it should address rural issues and needs across Scotland, there should be a distinct local flavour to the event. It is a chance to show off the strengths and successes of the local community.

We have listed below the criteria we feel is important for making the event a success, both in terms of the practical requirements and the support available from the local community.

Support: It is essential that there is local support for hosting the Scottish Rural Parliament in 2018, including enthusiasm amongst the local community and financial support.

- People willing to act as a Liaison Group and give general advice to SRA on the local area and facilities as well as taking practical steps to engage the local community in the event.
- Advice on suitable visits, venues, entertainers, caterers etc and initial contacts made, or these to be arranged by Liaison Group.
- Support with arranging local permits and permissions as required.
- Tangible and qualified support from the local authority, the enterprise agency and Third Sector Interface.
- Confidence that we would be able to recruit volunteers in the area to support the event.
- Opportunities for funds to support the event to be raised within the community such as sponsorship.
- Experience of supporting, organising or hosting large events.

Venues: A suitable venue or range of venues need to be available to host the event in a rural (accessible or remote) setting.

- One room which is a large enough space for plenaries (250+ people) and a dinner/celebratory event.
- Smaller spaces for workshops, to accommodate at least 250 people seated at tables at any one-time (larger or more numerous spaces allow for more flexibility; ideally at least 8 spaces would be available).
- Exhibition space ideally for at least 25 stands (2m x 2m).
- Disabled access to the plenary space, exhibition space and to at least some workshop spaces
- Adequate toilet facilities and at least one toilet with disabled access.

- If one venue does not have sufficient space to accommodate all elements of the event, then other venues should be within a 5-minute walking distance preferably along a safe and well-lit walking route.
- Internet access (we can explore options for temporary provision if not already available).
- Access to the venues pre- and post-event for set-up and take-down.

Visits: We require an interesting range of projects for participants in the event to visit.

- A range of projects within a 30-minute drive (preferably less) which would make for an interesting and varied programme of visits. These can be across the third, private and public sectors (preferably a variety).

Catering: We need to be able to cater for participants in the event.

- There needs to be suitable caterers and catering facilities within the area to provide lunches and evening meals, of which at least the evening meals need to be hot.

Transport: It is essential that the venue/s are accessible for people travelling from across rural Scotland.

- Access to the location via regular and reliable public transport.
- Parking spaces at the venues, or if not, a suitable alternative presented.
- Preferably a local bus company or minibuses for visits and shuttling participants between venues if required.

Accommodation: There will be approximately 250-300 beds required.

- Enough local accommodation for people attending, preferably within easy walking distance of the main venue/s