All sessions in Cake and Biscuits Conference 2014

Upcoming sessions

No upcoming sessions

Add a new session

Export attendance

Format [Excel ▼] [Export to file]

Add a new session
Click here to add in the first session to your Face to Face.

Adding a new session in Cake and Biscuits Conference 2014

There are required fields in this form marked *.

General

Reporting Code* [None ▼]

Reporting Code:
Choose whether your course is Internal (IR hosted), External (e.g. NZLS) or an Information session.

Business Area*
```
All Staff
Analytics & Insight
Change Group
Collections
```

Business Area:
Is your course for everyone or Business-Group Specific? Choose here.

Topic*
```
Generic Skills
Leadership
Tax & Social Policy
Tools (incl IT & Desktop)
```

Topic:
Choose the Topic of the face to face session.

Region*
```
Auckland region
Central North Island
Lower North Island
South Island
```

Region:
Choose from regions, or scroll down to select the city for this session.

Session date/time known ⦵ [No ▼]

Start time [15 ▼] [November ▼] [2013 ▼] [12 ▼] [10 ▼]
Finish time [15 ▼] [November ▼] [2013 ▼] [12 ▼] [10 ▼]

☐ Remove this date

[Add a new date]

Date/Time Known:
Select dates if known. Otherwise session will display as 'waitlisted'. Add multiple dates if required using 'Add a new date' button.

Room

[Choose a pre-defined room]

☐ Other room

Room name	Building	Address	Capacity
[ ]	[ ]	[ ]	[ ]

Room details:
Choose 'Other room' and enter venue info. This displays on the course page. Ensure 'Address' is not blank.

Capacity* ⦵ [10]

Allow overbooking ⦵ ☐

Capacity:
Indicate room or session capacity here. Tick to allow sign ups even when capacity exceeded.

Duration ⦵ [   ]

Duration:
Indicate the number of hours in the session.

Normal cost ⦵ [   ]

Discount cost ⦵ [   ]

Cost:
Enter the Cost of the session and a discounted cost if available.

Details ⦵

[Font family ▼] [Font size ▼] [Paragraph ▼]

B *I* U ABC x₂ x²

Path: p

Details:
Any info here will display on the F2F page and in booking confirmation emails.

[Save changes] [Cancel]

Save your session:
Once you've entered all the info, save your session and return to the F2F page.