

Planning Summer School 2006: University of Kent at Canterbury

The Planning Summer School - now established in the United Kingdom for more than 60 years provides the best opportunity available to hear about current planning concerns in the United Kingdom and to meet a good cross-section of professional planners. Further information on the background of the Summer School is provided in the attached briefing note.

Planning Summer School consists of two four-day Planners' Schools with different programmes. Your nominee is invited to attend both these Schools. The first School will run from Tuesday 5 to Saturday 9 September 2006, and the second from Saturday 9 to Wednesday 13 September 2006. There will be opportunities during both Schools to attend formal and informal social events.

Each year the school offers up to 6 guest places to planners overseas. On behalf of the Planning Summer School, I would like to invite you to nominate a planner to attend Planning Summer School in Canterbury as our guest this September.

We also offer guest delegates a specially arranged study tour before the Summer School begins. This will give an opportunity to visit planning offices and sites in Scotland for three days before the Summer School, to hear about planning practice, and meet planners at work.

I attach a programme and a briefing which give important information for you and for your nominee. Prospective representatives may find it helpful to visit the Planning Summer School web-site at www.planningsummerschool.org.

We hope that it will be possible for UUS to be represented at the Summer School this year, and look forward to hearing from you by Monday 5 June, as indicated in the following briefing.

(Mrs) Cath Ranson
Chair of the Special Fund Panel

Planning Summer School

INTRODUCTION

The Town and Country Planning Summer School (TCPSS) is a registered educational charity, trading as Planning Summer School. The objects of the school, first stated in 1938 are to provide an opportunity during a brief period each summer:

to promote education and discussion of principles and methods of town and country planning and kindred subjects; to enable those engaged in the practice of town and country planning to exchange views

regarding their several experiences of its administration and application and generally to promote education in all matters relating to the science and art of planning in town and country.

To further these objectives, the School maintains a reserve fund. It uses this fund to promote attendance at and contributions to the School by international planners, to promote particular contributions from UK planners, for example through the Prize Paper competition and the Travelling Scholarship. It also assists prospective scholars from within the UK who might otherwise be unable to attend, including a limited provision of financial assistance for those who are unemployed, partially employed, disabled, or who have caring responsibilities.

NOTES FOR NOMINATING INSTITUTIONS

1. Information requirements from the nominating organisation:

- **By Monday 5 June:** details of the planner nominated. If we have not heard from you by the end of May, we shall assume that you do not wish to send a representative to the Summer School this year and the place will be offered to someone else.
- A short description of the person nominated: a brief curriculum vita, including date of birth, qualifications, career experience and an indication of specialist interests.
- Following formal offer of a place at the school: by Friday 16 June confirmation of:
 - acceptance of the place
 - a completed application form
 - intention to take part in the pre-Summer School Study tour starting from London Heathrow Airport or London Gatwick Airport on Sunday 3 September.

By Friday 11 August:

- a one page summary of preferred speaking topic

By Wednesday 23 August:

- details of flight number I arrival terminal and time at Heathrow Airport or Gatwick Airport
- home contact information (close relative, colleague or friend)

2. Your representative should be a practising planner with less than 5 years' professional experience and not yet a senior figure in planning in your country. (Invitations extended to Invitations are intended for students of Planning). Anyone who has taken part in the Summer School in a previous year is ineligible to apply under this scheme. (Past attendees under this scheme are most welcome to return to the School at their own expense in subsequent years.)

3. To derive maximum benefit from the event, your representative should be reasonably fluent in English. He or she should be able to follow a lecture, speak before a friendly audience, and hold informal conversations in English.

4. From past experience, we know that it can take weeks to obtain a visa for such visits, and we hope that you will encourage your representative to make an early start on the visa formalities where necessary.

5. Planning Summer School will meet costs within Britain, from arrival on Sunday 3 September until departure on Wednesday 13 September, including:

- the pre-Summer School study tour
- attendance at Planners' School 1 and Planners' School 2 .
- food and accommodation.

6. The individual planner, APUR, or another funding source, is responsible for meeting travel costs from the home country to London and back, for arranging personal travel insurance including medical insurance and for providing evidence of any reciprocal medical arrangements which exist between the UK and your country. He or she will also need a little money to cover small personal expenses during the Schools and the pre-school tour. If they wish to make any private visits in the UK before or after Summer School, they will be expected to pay for these themselves.

7. The starting point of this year's tour is London Heathrow Airport, so your nominee should arrange to be there by mid-afternoon on Sunday 3 September. Alternatively we can pick up at London Gatwick Airport a little later in the afternoon. If this is not convenient, because of flight times, they may find it easier to go direct to the accommodation booked for the first night of the tour. Full details will be provided nearer to the time of the school.

8. Planning Summer School is unable to underwrite the cost of accommodation for additional nights for anyone arriving in advance of 3 September or leaving after 13 September.

9. Additional half-day tours are organised during the Summer School and are listed in the accompanying Notice of Programme. However, these short tours are not included in the offer. If visitors wish to join one, this is permitted, but they will need to book and pay for it themselves on arrival at the school. Alternatively, they may wish to use the time for independent visits or sightseeing in the local area.

10. Your representative is asked to write and be prepared to deliver a short paper for the Summer School. A note about this follows. Please ensure that your representative is willing to participate in this, and is aware of the need to prepare the outline and the visual aids.

11. Following presentation of the paper a copy will be placed on the Summer School web site: www.planningsummerschool.com. Prospective representatives are invited to visit the web site to view past papers and to find out more about the school.

12. The international presentations have been programmed provisionally for the evening of Sunday 10 September, and this session will be followed by an informal social event.

13. Once we have confirmed the offer of a place, we will send out a copy of the Notice of Programme. This includes an application form and full details of the procedure for applying. When we have received the completed application form, we will contact your representative to discuss travel details.

Informal presentation at Summer School

Each overseas delegate who receives a place at the Summer School is encouraged to speak for up to ten minutes on a planning issue which affects his or her own country. There is a special evening meeting for these presentations during the Summer School. The time will be given in the printed programme, and notified separately in the individual programme notes which will be prepared for you.

The topic for the presentation is freely chosen by the delegate, and could be on any aspect of planning policy, for example, transport policy, urban conservation or rural resource management. A slide projector, PowerPoint facilities and an overhead projector will be made available for use during the presentation. We hope that delegates will use photos, photographic slides or ready-prepared transparencies for overhead projector.

These visual aids could show, for example, maps of the country and plans or diagrams of planning projects. As the presentation is quite short, there will be time for a maximum of 12 slides or overhead transparencies.

Delegates are asked to send a one-page typed summary by Friday 11 August, and to bring with them an electronic copy of their full paper in English which can be left with the Summer School afterwards. If they wish to make a PowerPoint presentation, this is welcome, but they must still bring an electronic copy of their written paper so it can be uploaded on the Summer School web site at www.planningsummerschool.com. (We cannot upload PowerPoint presentations, so we must have a written paper for the website.)