

Davis Michael (RKB) Clinical Scientist

From: Hannah Lines <Edcom_Chair@svtgbi.org.uk>
Sent: 28 June 2022 10:15
To: Davis Michael (RKB) Clinical Scientist
Cc: Benjamin Freedman; Emma Tucker; Emma Waldegrave; Carlos Pinho
Subject: Re: SVT Exam Revision Days

Hi Mike,

I am so pleased you got in touch and am very grateful you have volunteered to take over the role on the committee from Davinder.

For sending out group emails, if you email Carlos on website@svtgbi.org.uk with the text you want sending he will very kindly send it out to all members. There is an SVT email account you can use if you don't want to put your personal email on it (Asif hopefully will have the log in details if not let me know) studydays@svtgbi.org.uk which you can log in using www.office.com. A Microsoft form is a great idea, I'm more than happy for you to send out what questions you think is best. Again if you want to send out another advert just send it to Carlos for distribution.

I'm sure Asif has filled you in, but as a committee we meet 4 times per year (next meeting is provisionally 9th September in Birmingham) so it would be great if you could join us or you can also attend virtually. I usually send out the agenda roughly a week before.

I have copied in Ben as treasurer so he knows you are now part of the committee (*Ben could you possibly send Mike the details for any expense claims?*) Emma W as president for information and Emma Tucker as the expert in all things virtual/media etc.

Once again thank you for volunteering!

Kind regards,

Hannah Lines

Chair of SVT Education Committee



From: Davis Michael (RKB) Clinical Scientist <Michael.Davis@uhcw.nhs.uk>
Sent: Monday, June 27, 2022 5:27 PM
To: Hannah Lines <Edcom_Chair@svtgbi.org.uk>
Subject: SVT Exam Revision Days

Hi Hannah,

Hope you're well?

I understand Asif has already let you know that I have taken on the running of the revision days.

I was wondering, could we send out an amended email asking for volunteers to tutor, which will contain my contact details?

Also, I thought that perhaps a Microsoft form could be included in this email, that volunteers could complete to indicate topics they would be willing to teach. This is so people don't get put off at the thought of being lumped with a topic they're not comfortable with teaching.

Let me know what you think and I can send you a template of what could be sent out.

Lastly, do we need to send out an updated advert advertising the event, again containing my contact details?

Many thanks,

Mike

Michael Davis
Clinical Vascular Scientist

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