

Health and Wellbeing Corporate Tour Guidelines

The following gives guidance on planning and organising a corporate tour of the Health and Wellbeing simulated healthcare facility.

This guidance will

- Assist the tour requester in planning the event and give access to all available resources to deliver a successful visit to Health and Wellbeing
- Promote our specialist accommodation, equipment and /or technical knowledge and expertise

Factors to consider before requesting a tour (to be organised by requester)

- Visitors mobility and wellbeing needs
- Security issues, car parking, catering etc.
- Allow time for the visitor(s) to arrive, park, refresh themselves, before the tour's start time
- Teaching and learning activities taking place within the specialist facilities will affect which demonstrations are available
- Allow enough time for the tour to view all the areas required or select the key areas only relevant to the business needs
- The actual business requirement of the tour in relation to which areas to tour visitors around

Acceptance criteria

- Tour must be of direct relevance to HWB business objectives
- Availability of resources (including staff) at time of visit
- Appropriate size of tour party for desired event

Other influencing factors to consider

- Are there any other events on the proposed day of the tour? (You can check the online events calendar on the [HWB Online intranet](#) site)

If you have considered all of the above and feel a tour would be of benefit to your visitor(s) please visit the [Health Technical Specialist website](#).