

# HEIFES18 Beginners' and Refreshers' workshop

## Agenda

Timing	Activity
09:30 - 10:00	<b>Registration and coffee</b>
10:00 - 10:05	Welcome and introductions
10:05 - 10:35	<b>Presentation 1:</b> The Funding Round cycle and the HEIFES process
10:35 - 11:05	<b>Presentation 2a:</b> Table definitions part - categorising students
11:05 - 11:25	Table definitions quiz 1 Feedback / answers
11:25 - 11:35	<b>BREAK</b>
11:35 - 12:15	<b>Presentation 2b:</b> Table definitions part 2 - counting students and the courses table
12:15 - 12:55	<b>Presentation 2c:</b> Table definitions part 3 - the planning tables Table definitions quiz 2 Feedback / answers
12:55 - 13:25	<b>LUNCH</b> ILR surgery – OfS staff available to answer question
13:25 - 14:15	<b>Presentation 3:</b> Table exercises
14:15 - 15:05	<b>Presentation 4:</b> The OfS portal, submitting HEIFES and the data verification phase
15:05 - 15:15	Summary and final points
15:15 - 16:00	OfS staff also available for individual questions and discussions. Time available for continuation of exercises.
16:00	<b>CLOSE</b>