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| **C:\Projects\Authentic\SEI Advisor\SEI Relationship Advisor\Schools Energy Management Workshop\DeptEducation_Science.gif** | **SEAI Logo.bmp** |  |

***Invite you to participate in a series of Energy Management Workshops***

**ENERGY MANAGEMENT**

**learn how to save your school money & help the environment**

The Sustainable Energy Authority of Ireland and Department of Education are holding Energy Management workshops in your area.

* Learn to reduce your energy use & create a culture of energy efficiency in your school
* Energy Management quickly delivers low or no cost energy savings



# What is involved?

* Bring your recent energy bills and attend two ½ day workshops - Using guides & workbooks learn how to introduce a five step energy management process to your school
* Site Energy Assessment. Completed between Day 1 & Day 2
* Access to resources, online tools, expert advice & an appointed Energy Advisor
* Have opportunities to network, share knowledge & experiences with other participants

**This is a series of two workshops**

* Workshop 1 – Using your energy bills analyse your energy consumption & identify opportunities to save
* Workshop 2 - Developing & implementing your Energy Savings Plan & reviewing your progress

# When will it be?

# How to Register?

Email this form to ediver@accs.ie

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| --- | --- | --- | --- |
| **Venue** | **Date 1st Course** | **Date for 2nd Course** | **Time** |
| Tralee Education Centre | Tues 18th October 2016 | Tues 15th November 2016 | 4-7pm |
| Blackrock, Dublin Education Centre | Thurs 13th October 2016 | Wed 9th November 2016 | 10-1pm |
| Monaghan Education Centre | Wed 12th October 2016 | Wed 9th November 2016 | 4-7pm |
| Sligo Education Centre | Thurs 13th October 2016 | Thurs 17th November 2016 | 4-7pm |
| Athlone Education Centre | Wed 12th October 2016 | Wed 16th November 2016 | 10-1pm |
| Kilkenny Education Centre | Tues 11th October 2016 | Tues 8th November 2016 | 4-7pm |

# Agreement

Participants to the programme **must agree** to the following to qualify for this workshop:

* **Take Action** – Be Interested in Saving Energy & motivated to save.
* **Attendance** – Attend all two workshops and bring energy bills.
* **Time**  – Assign appropriate time and resources to complete the assignments.
* **Engage**  – Actively engage in the programme and initiate improvements.
* **Data Collection** – Gather data and provide this as part of the programme.

Data will be treated confidentially and only reported as collated data without specific details

* **Feedback and Information Sharing** - Provide feedback on issues, progress and performance & share information and experiences.

# What to bring?

* **Energy Bills -** participants should bring their actual energy bills for at least 13 months (electricity, Gas, Heating Oil etc) This is crucial to identify how much energy your school is using and will form the basis of your energy management plan. All pages of the energy bills, front and back, should be brought. Copies of the front of the bills or a list of the amounts paid will not be sufficient.
* **Floor area** - approximation on the floor area of their place of work (in m2 or ft2).

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| **School Name:** | | | **Roll Number:** | | | | |
| Address: |  | | | | | | |
| Phone Number: |  | | Principal | | | | |
| Email: |  | | No. of employees: | | | No. Of Students: | |
| **School Representative to Attend** (Only one representative per school) | | | | | | | |
| Name: |  | | Position in School: | | | | |
| Phone / mobile: |  | | Email: | | | | |
| **Knowledge Level of Energy Management** | | | | | | | |
| Please tick one of the following | New to Energy Management ⬜ | | Limited Knowledge ⬜ | | Advanced Knowledge ⬜ | | |
| **Energy Spend** (use total costs from last available year) | | | | | | | |
| Electricity | € | | | Do you have internet access to your bills? Y / N | | | |
| GasOil / heating oil | € | | | If Yes, Username: | | | Password: |
| Gas | € | | | Other fuels e.g. LPG, | | | € |
| **Area of Interest** (these will be addressed on the day & also reviewed by SEAI Expert Advisors) | | | | | | | |
| Questions? | | | Areas of Interest? | | | | |
|  | | |  | | | | |
| **School Commitment** | | | | | | | |
| On behalf of:  (Insert participant name) | |  | | Name of Principal/CEO\*: | | | |
| I wish to apply to join this programme based on the criteria of participation as outlined above. | | | | Job Title: | | | |
| Signature: | | | | Date: | | | |
| \*The person who has authorisation to release you to attend the courses and implement the assignments. | | | | | | | |

# Visit www.energyineducation.ie

Energy Management Pack, Case Studies, Videos, factsheets and Newsletters

Please tick the box if you do not wish to sign up to the Newsletter for schools ⬜