

## Secondary Schools: How to book Glow Meet or Videoconference sessions

### Step 1. Choose your topic

### Step 2. Choose your date(s) and time(s)

We offer 30 minute sessions, by arrangement, Mondays – Fridays between 10:00 – 15:00, from 1 September 2010 – 31 March 2011.

You can book a single session that will focus in one aspect of a topic or you can book up to a maximum of three sessions for greater depth.



**Step 3. Book your Glow / Videoconferencing session**  
**Advance booking is essential with a minimum of four weeks prior notice.** Please complete the booking form available on our website at [www.scottisharchivesforschools.org/video](http://www.scottisharchivesforschools.org/video)

**You will receive confirmation of your booking by email within 5 working days.**

Email: [education@nas.gov.uk](mailto:education@nas.gov.uk) or telephone: 0131 535 1384