

**Thank you for enquiring about a Cycle2Work Virtual Roadshow!**

Our Virtual Roadshows can be held in one of two ways: \*Either we can act as a host for these roadshows using our own software\*, or you can choose to host these meetings yourself and our Roadshow Team will dial in.

The Virtual Roadshow includes a Roadshow Host stood in our professional studio containing promotional pop up banners and a selected bike.

Please see below itinerary for an example Cycle2Work Virtual Roadshow:

1. **Welcome to Cycle2Work** - A brief introduction of who we are (**1 min**)
2. **What is Cycle2Work?** – An in-depth explanation of how the Cycle2Work scheme works (**2 mins**)
3. **What’s available on Cycle2Work?** – A quick look into what type of bikes and accessories are included in the scheme (3 **mins**)
4. **How much can I save?** – An example of an £1000 application will be explained in detail (**2 mins**)
5. **How do I apply?** – A scheme specific instruction on how to register for the scheme (**1 mins**)
6. **Where can I spend?** – Full guidance of where and how the voucher can be used (**2 mins**)
7. **Q&A –** A session to answer any of your employee’s questions or concerns (**15 mins**)

**To request a roadshow please fill out and return the form on the following page.**

**Please take the time to complete the below information in this form**

**Once completed please send to C2WEvents@halfords.co.uk**

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| --- | --- |
| COMPANY NAME |  |
| **REQUESTED DATE & TIME FOR VIRTUAL ROADSHOW**Please note this is a **request only** and depending on demand we may have to offer you an alternative date and/or time |  |
| **PREFERRED VIRTUAL MEETING PROGRAM/APPLICATION** |  |
| **FULL NAME OF HOST****Or Contact at company** |  |
| **EMAIL ADDRESS of company contact** |  |
| **If hosting the meeting what platform will you use?** |  |

**If you have any further questions please email your Dedicated Client Development Manager or the Roadshow Team at C2WEvent@halfords.co.uk**