**ARCH Innovation Forum
Guidance notes for Applicants**

The ARCH Innovation Forum is a safe place to foster innovative thinking and stretch boundaries.

We are looking for individuals to pitch novel ideas that might make a difference in the health and care sector in Wales.

We want you to have the best possible chance of being shortlisted and invited to pitch your idea to the panel. These guidance notes will help you to complete the form. Firstly, a few things to think about:

* **Don’t leave your application to the last minute.** Make a start as soon as you can before the closing date and allow yourself enough time to complete and submit your application with sufficient information.
* **Don’t undervalue your idea** **and tell us what you have done**. If you have a prototype – demonstrate it during your pitch. Use your time accordingly and make sure your delivery best showcases your idea.
* **Tell us what you want from the panel**. Each innovation will require input from different expertise, so we will use this information to appoint the right people to your panel.
* **Tell us what challenges you wish to overcome**. If you need help with, but not limited to, clinical input, academic connections, or funding – tell us. While we may not be able to fulfil your every support request, we will try.
* **Your application form should be submitted no later than 5pm** on the closing date unless otherwise stated.
* **Communication is important to us and you will be informed on the progress on your application**. Please note that the panel sessions will run throughout the year so if you are not selected for the first session, you will still be considered in the future.
* **If you are selected to pitch you will be notified with your date and timeslot** and any further information. The Healthcare Technology Centre communications team can support you if you have any questions or concerns with your pitch, or if you wish to practice your presentation.
* **All panel sessions will be held virtually** on Zoom or Teams meetings until further notice.

The information you provide will be treated as confidential and used only for the purposes of the ARCH Innovation Forum.

If you need any guidance or assistance in completing your application please contact us at htc.accelerate@swansea.ac.uk.