

Thank you for organising an event in the NoWAL Training & Development programme for this year. Your input into the programme is what makes it so successful and is really appreciated.

The NoWAL Operations Officer, Nicky Freeman, will provide support to you where needed, and co-ordinates the overall NoWAL Training & Development programme, as well as evaluating events to inform future NoWAL planning.

This checklist should go hand-in-hand with the [NoWAL Training & Development Event Outline Form](#) which should be completed as soon as possible so that we can begin to advertise and publicise your event. As soon as it is ready, please send it to [Nicky Freeman](#).

The following checklist is aimed at supporting you when organising your event.

Organising the Event

Find a Suitable Venue

When locating a room on campus, please consider the suitability of the room for the style of event you want to run and bear the following in mind:

- how accessible the room and building are – would they accommodate a wheelchair? Are there seating options in the room i.e. some chairs with arms and gaps at tables if wheelchair users are attending? Are there accessible toilets close by?
- how the room should be laid out – for example, boardroom style, lecture theatre or cabaret-style; are break-out rooms / spaces also needed? *NB the preferred set up is cabaret style for most events to allow for group work and discussion*
- are there gender neutral toilets at the venue – if not, try to direct attendees to other places on campus which can accommodate them

Format of the Event

Consider the input required by participants and the format of the session:

- decide in advance who will facilitate the session and what will be required to ensure the facilitation process works well
- if the session is an Exchange of Experience, consider setting expectations from the outset by including a standard sentence such as *“As the session is an exchange of experience, please bring along your ideas and enthusiasm and be ready to share your thoughts and feedback”*
- what often works well at NoWAL sharing of experience events is 3 (maximum 4) speakers presenting for a maximum of 15-20 minutes each. In a three hour event, this then allows for plenty of time for roundtable and group discussion, which is often cited as one of the best things about a NoWAL event, and means that all attendees are able to contribute

Partner Organisations

If you would like to work with any NoWAL partner institution(s) or external bodies, the [NoWAL Operations Officer](#) can assist and help make the connections. Please consider budgeting for travel expenses, if external speakers are involved and require reimbursement.

Invite Presenters

To make your event a success, it is useful to have a broad range of speakers on your topic so that attendees get to hear about lots of different initiatives.

If you need assistance in finding suitable contributors to your event, the NoWAL Operations Officer can put out a ‘Call for Contributions’ to all the member libraries.

- **Action:** Please put together a form of words which can be used for this, with details of what you would ideally like from the speakers – for example, particular topics you would like to cover, specific services you would like to hear about etc.

- Please also consider whether there is any scope for research-related presentations in your topic.

Liaison with Presenters

You should discuss your requirements with the presenters so they can plan their contributions to suit your programme. It is useful to discuss the length of time given to each speaker, time for questions etc to ensure the day is balanced and that equal priority is given to all the speakers.

If possible, obtain presentations in advance of the event so these can be preloaded on to the PC at the venue, and check with presenters if they are happy to share their slides after the event.

- **Please Note:** The NoWAL Operations Officer will arrange for the slides to be saved and shared via Dropbox after the event.

Discuss the venue / facilities with your presenters, and specify what equipment will be available, whether they would like to bring their own laptop, whether your room can accommodate Apple Macs etc.

Arrange Refreshments

The host institution covers the cost of one set of refreshments (tea / coffee / water - and biscuits if possible!), and this should be sufficient for events lasting no longer than half a day. Costs should hopefully therefore be minimal. Participants could be invited to bring their own lunch to any pre- or post- event networking element.

- **Please Note:** if you are providing food and refreshments, ensure it caters for all dietary, cultural and religious needs

Promoting the Event

The NoWAL Operations Officer will set up bookings on **Eventbrite** to promote your event (once your completed [event outline form](#) has been received). This will then link to the [NoWAL webpage](#).

The NoWAL Operations Officer will promote your event via the NoWAL website, relevant NoWAL JISCMail lists, Twitter and communication channels local to NoWAL members, e.g. regular electronic / print newsletters and updates.

If you decide that spare places can be offered externally, once NoWAL members have had an opportunity to book places, agree what stage you will advertise these places. You could use [LIS-LINK](#) to advertise externally. If external staff will be present, it might be worth discussing with any staff who are new to presenting (e.g. who may be using the event as a training opportunity and to develop their own presentation skills) whether they would be happy to present to external participants.

A **joining instructions email** should be sent to your attendees, including local directions for finding the venue etc, at least a week before the event, to allow for staff to make appropriate travel arrangements. Please include the exact details of the venue / room etc, including the postcode and website link or campus map. Ensure you detail all public transport options and provide parking advice, especially for disabled people / blue badge holders.

The NoWAL Operations Officer will provide you with a list of names and email addresses.

On the Day

Name Badges:

- if you plan to make use of name badges, consider providing a section for attendees to add in their preferred pronouns
- take care to spell complex names correctly or ask people to write their own when they check-in - naming systems vary greatly across cultures and "known by" names can be different

Housekeeping:

- please ensure arrangements for housekeeping / health and safety / fire alarms are dealt with as a priority on the day

Directions to the Room:

- Please ensure you provide directional signs to the room, especially if the building is difficult to negotiate. Signs on doors and stairways help attendees to find the room.

Feedback:

- The NoWAL Operations Officer will send out an online feedback form to all attendees at the end of your event which will be open for a week. Consolidated and anonymised feedback will then be shared with you at a later date. Please feel free to use the responses in any feedback you provide to your institution or with any of the speakers.

Role of the NoWAL Operations Officer

The NoWAL Operations Officer will provide support to you where required, such as:

- putting you in touch with other NoWAL members and requesting contributions to your event
- suggesting potential presenters or themes
- attending any initial planning meetings, if required
- creating the Eventbrite entry and assisting with event promotion
- providing a list of names and email addresses before the event for you to use when sending out the joining instructions
- attending the events
- contributing to longer / more complex events as needed
- bringing a register of attendees to the event and sending out the online feedback form after the event
- evaluating the events, in liaison with the host institution, focusing on content and what participants got from the event
- arranging for the slides to be saved and shared via Dropbox after the event