

NoWAL Training & Development events are mainly organised by NoWAL member institutions, who will host and lead on an event each, working in partnership with other members as needed.

The NoWAL Operations Officer will provide support to the host institution where needed, and will co-ordinate the overall NoWAL Training & Development offer, as well as evaluating events to inform future NoWAL planning.

The following checklist is aimed at supporting you when organising an event, and can be used as you wish.

### Role of NoWAL members (host institution)

**IMPORTANT: please complete the NoWAL Training & Development event outline form as soon as possible** and email it to:

[n.freeman100@salford.ac.uk](mailto:n.freeman100@salford.ac.uk)

- the named contact person for the event should usually be someone from the host institution
- if you would like to work with any NoWAL partner institution(s), the NoWAL Operations Officer can assist (e.g. acting as an intermediary if needed)

### Organising the event

#### ➤ arrange the venue

- including I.T. provision as necessary – bear in mind that presenters from external institutions may need log-in details, to present on the day
- consider the room layout needed for the type of event – e.g. boardroom style, lecture theatre or cabaret-style; are break-out rooms / spaces needed?
- make arrangements for housekeeping / health and safety / fire alarms to be dealt with on the day

#### ➤ invite presenters / facilitators / ...

- it is worth drawing on regional expertise and contacts where possible (the NoWAL Operations Officer can assist with this if needed)? Is there any scope for research-related presentations in your topic?
- discuss the length of slots with presenters, and include time for questions / discussion – a recommendation is for only 3 (maximum 4) speakers presenting for a maximum of 15-20 minutes each
- obtain presentations in advance of the event where possible, and consider how these will be made available to participants either before or after the event (e.g. via dropbox)
- discuss the venue / facilities with presenters, and specify what equipment will be available (can/should they bring their own laptop, can you accommodate Apple Macs, ...?)
- consider budgeting for travel expenses, if external speakers are involved and require reimbursement

#### ➤ consider the input required by participants and the format of the session

- if the session is an Exchange of Experience, consider how you would like the attendees to participate, for example, 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”*
- if the session involves presentations, should you organise an ice-breaker at the beginning or a Q&A round-up at the end so all attendees can contribute?
- who will facilitate the session (usually a member of the host institution)? What will be required to ensure the facilitation process works well?

#### ➤ arrange refreshments

- the host institution should cover the cost of one set of refreshments (tea / coffee / water; biscuits?), and this should be sufficient for events lasting no longer than half a day – i.e. costs should be minimal
- participants could be invited to bring their own lunch to any pre- or post- event networking element

➤ **decide if a charge will be made for attendance**

- consider how to deal with any payments if you are charging for your event – what are your local finance arrangements, will you issue invoices (and therefore require purchase orders), is there a minimum amount that you can invoice for, can you accept credit card bookings, ...? Is it worth the host institution’s staff time to make a charge for your event?
- you may need to set a charge for the event if lunch and / or further refreshments are required, for events lasting longer than half a day; whilst no standard charge has been set for NoWAL events, they should be affordable for NoWAL members, and should be designed to cover the cost only of any additional refreshments, and any external speaker’s travel expenses
- consider if you will be providing any handouts, either hard copy or electronically (and will the cost of hard copies be included in any event charge?)

➤ **promote the event** – as soon as you are able to!

- the NoWAL Operations Officer can assist by promoting the 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
- please contact the NoWAL Operations Officer if you would like to use the NoWAL logo
- send a ‘Welcome’ email to your attendees, with local instructions for finding the venue etc (the NoWAL Operations Officer will provide you with a list of names and email addresses)

➤ **take bookings (and payments, where applicable)**

- Eventbrite is used to promote the event on the NoWAL webpages. Send your completed event outline form to the NoWAL Operations officer who will set up bookings for you.
- consider what local arrangements might be in place at NoWAL member institutions – for example, can someone book a place on your event without having approval from their line manager? Is there a local Training & Development co-ordinator who also needs to know?
- decide if any spare places are to be offered externally, once NoWAL members have had an opportunity to book places, and at what stage you will advertise these places; you could use the LIS-LINK discussion list to advertise externally: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=lis-link>
  - do consider whether any staff who are new to presenting (e.g. who may be using the event as a training opportunity, to develop their own presentation skills) would be happy to present to external participants

**Role of the NoWAL Operations Officer**

**Provide support to the host institution where needed, such as:**

- putting people in touch with other NoWAL members
- suggesting potential presenters or themes / asking whether a research-related angle has been investigated
- assisting with event promotion
- attending any initial planning meetings as needed
- attending the events themselves
- contributing to longer / more complex events as needed
- bringing a register of attendees to the event and providing a means of gathering feedback

**Evaluate the events, in liaison with the host institution (to assist with future NoWAL planning)**

- focusing on content, and what participants got from the event

**Co-ordinate the overall NoWAL Training & Development “offer”**

- e.g. ensuring an appropriate spread of topics and formats, and that all levels of NoWAL staff can benefit from NoWAL Training & Development within each year