

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

The ALN Development Managers, [Nicky Freeman & Emma Spivey](#), will provide support to you where needed, and co-ordinate the overall ALN Staff Development programme, as well as evaluating events to inform future ALN planning.

This checklist should go hand-in-hand with the **ALN Staff 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 & Emma](#).

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

### Organising the Event

#### Online Events

If your event is being run online there are several things to consider:

- the platform you will use eg Zoom / Teams
- the length of time that the event will run bearing in mind participants may struggle to maintain engagement online for an extended period of time. ALN events run online have tended to be around 90 minutes on average, providing time for presentations and discussion
- the contributions you will need from external institutions
- if you would like to include small group discussions and therefore if there is the facility to use breakout rooms on your preferred platform
- the maximum number you would prefer to cap participants at (this may be pertinent if you are planning on breakout group discussions)

There is more information in the [Top Tips Guide to Running an ALN Event](#) on the ALN website.

#### In-person/Physical Events

##### 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 breakout 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 ALN 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 ALN event, and means that all attendees are able to contribute

### Partner Organisations

If you would like to work with any partner institution(s) or external bodies, the [ALN Development Managers](#) can assist and help make the connections. For in-person events, please consider budgeting for travel expenses, if external speakers are involved and require reimbursement, and check with the Development Managers first whether funds are available.

### 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 ALN Development Managers 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 event is balanced and that equal priority is given to all the speakers.

If possible, obtain presentations in advance of the event. It is helpful if these can be preloaded on to the PC at the venue or saved by the host of an online event in case of any issues with screen sharing during the event.

- **Please Note:** Most attendees/participants find it helpful to have copies of any slides used during the event – please ensure permission to share them has been granted by the owners first and then send them to the ALN Development Managers to be shared.

For in-person events, 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

For in-person events, 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 ALN Development Managers 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 [ALN webpage](#).

The ALN Development Managers will promote your event via the ALN website, relevant ALN JISCMail lists, Twitter and communication channels local to ALN members, e.g. regular electronic newsletters and updates.

If you decide that spare places can be offered externally, once ALN members have had an opportunity to book places, agree where 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.

### Joining Instructions

For **in-person events**, a joining instructions email should be sent to your attendees at least a week before the event, to allow for staff to make appropriate travel arrangements. Please include local directions to the venue, the exact details of the building & room, 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.

For **online events**, it is helpful to send the joining instructions well ahead of time, so that participants can have a go beforehand accessing the platform you intend to use. Please ensure the instructions are clear and straightforward.

The ALN Development Managers will provide you with a list of names and email addresses.

### On the Day (in-person)

#### 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.

### Role of the ALN Development Managers

The ALN Development Managers will provide support to you, as follows:

- putting you in touch with other ALN 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
- bringing a register of attendees to the in-person events
- sending out the online feedback form after the event (usually open for a week to two weeks)
- consolidating and anonymising the feedback from participants (this can then be used in any feedback you provide to your institution or with any of the speakers)
- 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 after the event