The Institution of Engineering and Technology

LOCAL NETWORK EVENTS

Fellowship Workshop

This Event is intended to raise awareness of Institution Fellowship and to encourage appropriately qualified people to seek election to Fellowship.

Fitting into the IET corporate ambitions

The aim of the event is to clarify for members, or potential members, the criteria which must be satisfied for election to Fellowship and to advise, where appropriate, on the preparation of a Fellowship application.

Using the LN event Framework

There are ten steps to putting on any LN event. This Event in a Box follows these steps:

1. Decide what the LN wants to achieve from the event
2. Decide who you want at the event in order to achieve the desired outcome
3. Secure the attendance of suitable Fellowship Assessors.
4. Decide what the volunteers have to do during the event to achieve their outcome
5. Keep on top of the money side of things
6. Set up the event
7. Market the event
8. Ensure the event goes well
9. Follow up where appropriate
10. Evaluate and learn

1. Decide what the LN wants to achieve from the event

The primary desired outcome of this event is to assist those who are ready to submit an application for Fellowship and encourage others on the path to becoming a Fellow.

There are subsidiary aims as well:

- to deepen the relationship between the LN, IET and the member or potential member
- to use the prestige of the IET Fellowship to secure relationships with influential employers
- to encourage more senior people to join the IET
- to encourage more members to become active volunteers.

2. Decide who you want at the event in order to achieve the desired outcome

This event is aimed at members or potential members of the IET who seem to have achieved a level of superior responsibility comparable with Fellowship. It is also aimed at fellows of the IET who may be interested in becoming Assessors, or are otherwise actively involved in Fellowship procedures.

3. Secure the fellow assessors

Before finalising the date and booking the venue please contact the Fellowship Coordinator (Pat Dinner) in Stevenage to discuss the requirements and book Fellowship Assessors on **01438 767254**. A minimum of two Assessors will be required for any session.

A short presentation will be given, providing details of published criteria, procedures and processes. This presentation will answer most questions, and will be followed by one-to-one sessions; a maximum of six for each assessor would be the norm dependent upon the length of event. Should the number of attendees exceed 14, additional Assessors would be required.

The Fellowship Co-ordinator will contact Assessors in your area and liaise with you to finalise the date and confirm their attendance.

You can then confirm the booking at the venue and make sure the Fellowship Co-ordinator is aware of the date.

4. Decide what the volunteers have to do during the event to achieve their outcome

It would be useful if a good selection of Volunteers at the event were Fellows themselves.

All Volunteers helping at the event should have name badges. Their main job is to make people feel welcome and, where necessary, to assist in making an application for Fellowship and to encourage others to start the process, where appropriate.

5. Keep on top of the money side of things

Set a budget and monitor expenditure against it. This is a basic rule, and always worth following. Financial aspects of events are always measurable.

The main costs here will be:

Venue hire

A good relationship with a partner organisation may mean venue costs are reduced or even free.

Refreshments

Experience will show how best to keep to budget and to keep costs down. Monitor how much food is left at each event and adjust future orders accordingly.

Fellowship Assessors' expenses

All Fellowship Assessors' travel expenses and/or accommodation expenses will be met centrally.

6. Set up the event

The event is likely to be held at an IET Centre (e.g. Austin Court), workplace, further/higher education institution, or in public rooms available for hire – perhaps in a hotel or chamber of commerce.

Consideration should be given to start time – straight after work or allow attendees time to go home first? Early evening is generally the most popular time. Most networks choose to hold this sort of event between 16.00 and 20.00 hours.

The venue needs to be able to provide appropriate, value-for-money refreshments, a suitable room for the presentation and sufficient space for private consultations to take place afterwards with tables and chairs. There will also need to be space for informal networking whilst people are waiting their turn.

7. Market the event

The audience for this event should come mainly from the existing LN membership database, or the central IET database, cross-referenced against those who are already Fellows or who have started the application process.

Individual appointments should be booked in advance, by the Fellowship Coordinator.

8. Ensure the event goes well

Refreshments

Refreshments should be simple, but take timing into account. If there has been no chance to eat between work and the event, then something more than tea, coffee and biscuits may be needed. Make sure that refreshments are available throughout the evening to allow people to take them either before or after any individual consultations.

Please look after the needs of the Fellowship Assessors throughout the session. They may not have time to help themselves to refreshments.

People

One person must be in overall charge of running the event who is able to concentrate on making the whole event run smoothly and be available throughout to make decisions and be flexible about running the event.

Other local activists or staff will be needed to host a registration desk, meet and greet the participants and to bring each one for their consultation. Co-ordinating the personal consultations will be the major part of making this event successful. All participants should come for a quick briefing before the event starts so that they know what is expected of them, and should wear IET name badges.

Agenda

It is important to get everyone registered quickly and smoothly, either before or after the presentation, so that they feel confident about their appointment and know exactly where they should go.

The Room

Make sure that there is sufficient signage for people to find their way easily, and make sure you set up the main room to encourage people to chat and circulate before the short presentation and subsequent consultations.

Provide a number of seats for people to use during the presentation, but too many chairs may make it a very static event as people tend to sit down and stay seated without moving. One alternative may be to provide a raised platform for the presenter to use so that delegates can remain standing and then continue to network afterwards while they wait for their consultation.

Literature

Full Fellowship literature will be sent in advance for use on the day. Available are:

- Application packs
- Guidance notes

9. Follow up where appropriate

The Fellowship Coordinator will take responsibility for contacting all attendees after the event.

The Assessors will have taken detailed notes of each consultation. These will be returned to the IET in Stevenage and recorded.

All attendees will also become part of an ongoing communications programme according to their needs.

All invitees and participants will already be receiving LN communications if they are members. Additionally, it will be helpful if the Chairman or other leading members of the LN take a personal interest in the progress of each of the candidates to Fellowship.

10. Evaluate and learn

Monitoring the steps taken to publicise the event – which ones worked, which didn't – will be invaluable to other LNs. Also, review the timings you used and let other LNs know what worked well and what worked less well.