

Introduction

After all the hard work of planning and organising an event, it is important that the delivery on the day is also well planned and organised to ensure the delegate has the best experience possible.

We recommend the following as good practice:

- Identify volunteer roles and responsibilities, ensuring you have enough help. Roles and responsibilities include;
 - Speaker liaison
 - Meet and greet delegates and capturing the details of any walk ins
 - Welcoming and providing advice to non-members on the benefits of joining the IET
 - Overseeing catering and room set-up requirements
 - Audio and visual requirements (ensuring presentations are loaded onto the main laptop and slides are working).
- Set up the registration desk with name badges (if required)
- Put out relevant IET literature for delegates to pick up
- Ensure the registration desk is manned at least 30 minutes before delegates arrive
- Greet speakers and delegates, register delegates (by ticking off attendees against pre-printed lists), capture details of on the day 'walk ins' and give branded name badges for all attendees (if required)
- Keep as close as possible to the original programme timings.

Below is a quick checklist of items you may wish to have at your event:

- Delegate badges and blank/additional badges for walk ins.
- Attendance sheet to capture details of walk ins (name, affiliation, email address)
- Delegate lists
- IET literature/promotional collateral (e.g. IET membership packs, flyers)
- IET corporate video or IET Communities video
- Housekeeping notice from the venue (which includes fire procedure)
- Speaker/IET staff contact details
- Directional signage
- Holding slide

- Stationery (e.g. pens, masking tape)
- Copy of event programme

Photo permissions

When running an IET Community event, we advise that if you intend to take photographs of attendees which will be uploaded to social media, please notify your guests in advance of the event. Where you are holding events with minors (individuals under 18 years old), please ensure that you comply with the guidance set out in the [Safeguarding Children and Vulnerable Adults policy](#). Please also use [the sign](#) we created to inform attendees of your intentions.

Example of a registration desk



Example of IET Literature Table





Have you got something to say on this subject? Would you like to connect with other IET Communities volunteers? Then go to the IET Volunteers Community on www.theiet.org/vc

You can view the latest version of this briefing on www.theiet.org/running-events

| | |
|-----------------------|--------------|
| Briefing last updated | October 2017 |
| Briefing next review | October 2018 |