

IET Communities Volunteer Briefing: Selecting the correct event format

Introduction

Deciding on your event style will depend on the aims and objectives of your event; for example, do you want people to become involved in an open debate, or hear directly from a speaker? It is good practice to set an event format. This provides structure to the session, a template to invite speakers and allows for effective marketing.

Event types

There are many different event styles to choose from; below is a list of the most popular community event formats.

Formal

- Multi-speaker seminar
- Evening lecture
- Debate on hot topic
- Workshop (e.g. professional registration and life skills)

Semi-formal

- Technical visit
- Networking session
- Panel discussion
- Quiz (with an engineering theme)

Social

- Dinner
- Social gatherings

Social activities must not be supported through charitable funds and should therefore be self-funded.

Suggested programme formats

Below are two examples of successful programme formats.

Evening lecture format	Technical visit format
18.00 Registration & networking	10.00 Registration
18.30 Chair's welcome	10.15 Welcome & introduction
18.35 Speaker 1	11.00 Tour of facilities
19.00 Speaker 2	12.00 Open forum/Q&A session
19.25 Q&A session	13.00 Refreshments & networking
19.55 Closing remarks	14.00 Close

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

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