

ELT Ireland



What's it all about? 🤔

How to host / contribute to an **ELT** event

What does an ELT event need?

- ✓ to be open to ELT Ireland members to attend **and** contribute
- ✓ 50% of the time allocated to member contributors **based in Ireland**
- ✓ 60% internal contributors incl. organisers
- ✓ a venue (set-up & facilities - seats etc)
- ✓ attendees (promotion & tickets)
- ✓ refreshments (DIY tea and coffee is fine)
- ✓ a format (TED-style, discussion forum, hackathon, ,)
- ✓ a hook (Join us for ...)



ELTI Event - Proposal

Any member can put together a team of members and propose to run an ELTI event.

This can be approved by the board.

Once approved, you'll be put in touch with previous event organisers.

The event team commits to 6 months for the preparation, running and post event tasks.

The event team meets regularly to coordinate event tasks.

Events Teams

General Events Committee meet monthly (Support by WA groups)

★ **Leaders of current event teams**

- ★ Chair (member of the board)
- ★ Social media liaison
- ★ Website & ticketing liaison
- ★ Individual & Institutional member liaison

Events teams meet separately

- Chair (**Event Leader**)
- Venue / Platform Organisers
- Speakers & Programme
- Promotion and Social Media

(Use Canva Templates, Tag ELT Ireland in posts, ELT accounts reshare)

Events Checklist

- Confirmation of date, **format & venue** & capacity, refreshments
- Photographer/video for event (if needed)
- AV **equipment** available: laptop, screen, projector
- Institution **logo** for inclusion on promotional material
- Directly approach internal / **local speakers** (approx. 6 + open call)
- Preparing and sending **Call for Speakers**
- Preparation of **mailing list** internal and local
- Event notice on **social media** (facebook, twitter, LinkedIn)
- Confirmation of **programme** for event
- Send second Call for Speakers: DOSes, mailing list, colleges etc.
- Choose speakers and confirm running order
- Prepare programmes & print programmes
- ID Badges for speakers and event organisers

Events Assistance

ELT Ireland will assist with the following:

- ❑ **Templates:** for call for speakers, posters, programme
- ❑ **Promotion:** ELT Ireland will give access to promotion via own mailing list and on social media sites and advice to follow.
- ❑ **Format:** ELT Ireland can give advice on event format and speakers selection, and guidelines for them to follow.
- ❑ **Ticketing:** ELT Ireland set up tickets for event via Eventbrite & provide attendance list.
- ❑ **Team Formation:** Outreach to other member institutions for collaboration on events or to build event teams.