GT5.1 Events proposal guidance

Running events and workshops with CIfA

CIfA will help support Area and Special Interest Groups to run successful events/CPD workshops for both CIfA members and non-members.

Events will be managed and delivered by the individual group committees (or members where appropriate) with the support of CIfA staff.

All events will be promoted via our website and social media

Things to remember

- **Arrange your event as far in advance as possible**
  Preferably at least 8 weeks before and ideally 6 months before. Think about holding your AGM alongside it. This allows time for advertising and for attendees to book. It also allows CIfA staff to support you fully with the event.

- **In-person events consider costs**
  Think about the cost to hire, equipment and cost of refreshments. Think about how much to charge members and non-members (see events proposal form and budget proposal, GT5.2 ad 5.3)

- **Consider accessibility (will digital be more inclusive?)**
  This includes how people will get there, parking, physical access to the venue and room (eg for wheelchair users), the room space, facilities, and services available and informing your attendees about this.

- **Digital online events consider costs**
  Consider if it may be more cost effective to run an online event. You may wish to also run a hybrid event (in-person and online) however these can be costly to set up and further content planning is required to ensure it works for both mediums. You will need a platform to stream your online event such as Teams or Zoom, CIfA can support this where required.

- **CPD learning aims**
  Think about identifying learning aims if your event is a CPD based one (see Guidance on mapping short courses, GT5.4)

Budgeting guidance

All group events should price the attendance fees to cover all costs where possible (break-even), to avoid the general membership subsidising events. This can be done several ways including cost-effective venue sourcing, catering adjustments, or sponsorships, which we can advise on. For further guidance about budgeting please see the Events proposal budget spread sheet (GT5.3).

What the Events Manager can do to help

We can help you finalise the proposal form and advise on costs.
We will set up the booking page and publicise the event to the group and members through email, bulletins, and social media. Groups can also publicise on their own channels.

If in-person we can provide name badges, CPD certificates , and feedback survey. If online we can provide a Zoom account link for you to host from.

What we need from you – proposal form and budget
We need you to provide us with details about your event or workshop, either digital or in-person, using the Events proposal form GT5.2 and budget proposal form GT5.3 as far in advance as possible.
We will confirm if your proposal is suitable and recommend any changes, where appropriate.

Please send the completed events proposal form (GT5.2) and budget (GT5.3) to the Events Manager at conference@archaeologists.net and to groups@archaeologists.net.