

## **WHELF Events Subgroup**

### **Purpose:**

WHELF is establishing a standing subgroup to co-ordinate WHELF Teach-Meets, training, events, and conferences. The subgroup will be chaired by a WHELF Board member and will report to the WHELF Board.

The Events Subgroup will also lead the organisation of the annual WHELF Colloquium for 2025 onwards.

The group will work with other subgroups to identify events and training, and support the subgroups in planning, publicising, and running these. Typically, this will encompass around 5 events per year, plus the annual Colloquium. Events could be in person or online.

Members will join the group for a minimum of 2 years, with an option to continue for a further 2 years to provide continuity and handover of expertise.

Members will build up expertise in organising and running events and will develop good practice guidance which can be used across all WHELF events to create a consistent experience – for example, the code of conduct. This is a great opportunity for early career and support staff to work alongside more experienced staff as an opportunity for career development.

The subgroup may seek external funding to support the running of events and may collaborate with other sector organisations to share training or run joint events.

Translation requirements for events should be managed through institutional translation services. WHELF cannot fund these unless no translation service is available through a WHELF institution.

### **Potential events and scope:**

WHELF currently runs the annual Colloquium, the EDI Excluded Voices conference and various Teach-meets – usually at least one organised by the Learning and Teaching Group per year. A new events calendar has been developed to create a single home for all events:

<https://whelf.ac.uk/events/>

The WHELF Strategy workshops identified several possible opportunities for additional shared events:

- UX
- AI tools
- Process improvement tools
- Succession planning
- Digital skills

The strategy workshops also identified other opportunities for staff development, including staff exchanges, work shadowing, action learning sets mentoring, cross-WHELF inductions and mutual support for CILIP Chartership.

### **Division of Responsibilities:**

#### **Events Group:**

- To liaise with Jisc to set up the events platform (for online events).

- To publicise and promote events and share with the WDO for adding content to the events calendar and WHELF website.
- To book catering and rooms if required and to manage any budget (for in person events).
- To organise Welsh translation for promotional materials (via institutional translation units).
- To approach sponsors if required to cover costs for an event.
- To engage with other sector organisations to run joint events where appropriate.
- To update and refresh good practice guidelines for running events, such as the code of conduct, to ensure these are effective.

#### **WHELF Subgroups:**

- To propose events, topics and focus at the start of each calendar year and share these with the Events Group via the Group Chairs meeting so that an events calendar can be populated ensuring events are evenly spaced throughout the year.
- To designate one or more members to work with the Events Group to organise the event(s).
- To agree the content of any call for papers and/or approach speakers.
- To source funding if required for in-person events.

#### **Definitions:**

- A **Teach-Meet** is an informal event, typically taking place over a day or less, with an emphasis on sharing good practice and practical solutions. There is usually a loose or flexible programme, with opportunities for wider discussion and for participants to shape the event on the day based on common interests. Typically, Teach-Meets are free events with limited or no costs.
- A **Conference** is a more formal and structured event which may take place over several days. Conferences have programmes which are published in advance, and there is usually a formal call for papers and evaluation of submissions by an organising committee. Typically, a conference will charge for attendance. A conference should cover its costs through attendance fees, sponsorship, and other grants. This includes the cost of promotional materials including Welsh translation of these.
- **Training** is a focused activity aimed at the development of a specific skill, competency or set of knowledge. Training can be delivered by internal staff resources, or via external organisations. Typically, there will be a cost for the use of external organisations. WHELF cannot normally cover the costs of training using external organisations, but these could be covered through external funds or through WHELF members paying costs for their staff to attend.