National Specialist Networks

Event Planning

Whilst there are a number of activities AWA's Specialist Network's may choose to undertake, face to face events provide a great opportunity to interact with other people in the field.

All events which carry AWA's name and branding will have a varying degree of AWA staff involvement. In order for an event to be considered, the relevant AWA staff member (usually the National Specialist Network Coordinator) needs to be provided with enough information to ensure:

- The event is appropriate to AWA's members
- There are enough AWA staff resources available to run the event to AWA's standards
- The event timing, subject and audience do not clash with other events (both AWA and non-AWA) already in the calendar
- The proposed event is financially viable.

Please bear in mind that in order to organise an event to AWA's standards and promote it effectively, significant lead times are often required, particularly for large or complex events. Standard procedure is that all proposals should be submitted by February, for events taking place in the subsequent financial year. Any exceptions to this will need to be discussed with the National Specialist Network Coordinator.

In order to propose an event, the following template should be completed with as much detail as possible.

It should then be submitted to the National Specialist Network Coordinator (or other relevant staff person).

They will then draft up a preliminary budget to ensure financial viability and submit it via the relevant internal channels for approval.

You will be notified once approval has been given, or if further information is needed.

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Event Planning Template

This template is designed to provide a starting point for specialist networks wanting to propose an event to AWA. By providing as much information as possible here, it will allow the AWA staff person concerned to work with you to ensure the event is viable.

Proposed Conference Title	
Proposed Location(s)	
Proposed date(s)	
Event format (e.g. conference, seminar, master class, road show etc)	
Event duration (e.g. evening, ½ day, 3 day etc)	
Proposed joint venture? (e.g. with other Specialist Network, association etc)	
Expected delegate numbers	
Trade Exhibition – Yes / No Expected number of exhibitors?	
Number of simultaneous sessions	
Site Tour(s)	
Audience location (National or region-specific?)	
Audience (who are they?)	
Proposed Themes	
Call for Papers?	
Invited speakers	
Proposed Keynote Speaker (s)	

Potential Sponsor(s)	
Program committee members (name, company, state)	
Social Functions ?(e.g. Welcome Drinks, Conference Dinner)	
Social function details (i.e. when, where, how many, style, level of formality)	
AV requirements (e.g. projector, lecturn, mic, roving mic, panel mic's, internet connection etc)	
Poster presentations?	
Transport required (e.g. to dinner venue, to site tours?)	
Catering (what is needed?)	