



Member Group Services Guidelines

Event Organisation

Responsible Body	Trustee Board
Version Number	Version 1.0
Prepared by	Judith Taylor
Date Approved	
Date Issued	June 2012

Section 2	Version	Date
2.1 Pre-event planning and support	0.1	
2.2 At the event	0.1	
2.3 Post event	0.1	
2.4 Southampton Street facilities	0.2	Feb 2011

2. Event organisation

The following section covers all aspects of organising meetings and internal and external events. Not all of the following options will be applicable for your event. Please contact your administrator should you require guidance.

2.1 Pre-event planning and support

- The group's treasurer should ensure that the event is included in the annual budget submission or have had a supplementary bid approved by the Membership Board Finance Committee.
- For all chargeable events a budget (excluding VAT) has to be submitted to the group administrator. This will prompt the necessary codes to set up the online booking system and the event will be added to BCS calendar. All chargeable events must use the BCS online booking system.
- Charges for events should reflect a delegate's membership status of BCS. BCS members and affiliates of other organisations should be offered a markedly reduced rate compared with non-members
- Joint events with external partners must be supported by a Memorandum of Understanding, agreed and signed by a BCS staff member (normally the Director of Membership).
- The group secretary (or event organiser) should book rooms at BCS London and other external venues. Payment must be made via the group administrator and not via personal expenses.
- For external locations, the MGT have a regularly updated list of providers with whom BCS will have agreed invoicing and payment details.
- The minimum notice required by the MGT to organise your event depends on the quantity of delegates. For 50 or less delegates a period of six weeks is required, for 50-150 delegates a minimum of 12 weeks is required.

The following support can also be provided by the member groups' team:

- Catering: five working days notice for BCS London events; for external venues up to 10 days notice if event has been booked through MGT. If the event has not been booked through MGT but through the committee it is the committee's responsibility to order the food within the budget that was set. Menus are available on request from the MGT or London Reception.
- Alcohol will only be available for evening events and to accompany formal dinners and will be ordered on the basis of two glasses per booked delegate.

- Event brochures, posters and flyers can be designed and published in-house, but the group is required to provide the content. Please allow at least two months from the initial instruction. The cost for this service must be included in your budget.
- Events can be published through the BCS events calendar, Copy must be provided by the group.
- Delegate packs can be provided if requested at the time of budget approval and will include feedback forms, branded pens and BCS membership material as well as other event-specific material. Additional Material must be provided at least five days before the event. However BCS does encourage groups to be 'paper light' and make all information available online.
- Delegate badges (stickers) are available on request; chargeable events may (if budgeted) request badge holders, committee metal badges and pop-up stands.
- Delegate lists are available from your administrator and are also available on the secure area of your committee page under reports.
- Speaker gifts can be sourced on behalf of the group, but will be charged to the groups' budget.
- The events booking system will be monitored by the group administrator who will reduce the number of rooms as required.

The groups' organising committee is responsible for:

- setting the content and format of the event, confirming speakers, obtaining biographies of speakers and collating speaker presentations, as well as after-dinner speakers and entertainment;.
- sourcing sponsor and external exhibition stand bookings (these will be invoiced by BCS for their sponsorship payments);
- booking BCS stands. These can be booked by contacting your administrator at event setup and will be accounted for internally. BCS branded stands and a lighted podium may be available for large external events;
- Identifying a member of the committee to be present at setup / close and be in attendance to meet delegates. A member of the MGT will not necessarily attend the event unless requested and agreed in advance (ideally six weeks prior to event);
- ensuring that any event at non-BCS premises is supported by a risk assessment. Risk assessment forms can be provided by MGT. If the MGT team are attending the event, they can provide this service.

2.2 At the event

The following support can also be provided by the member groups' team:

- Staff can be asked to man the registration desk and provide initial support on the day for an event with 50+ delegates.
- Liaise with venue staff in relation to AV requirements etc. However, the team will not modify presentations on behalf of the group.

2.3 Post event

The following support can also be provided by the member groups team:

- Provide thank-you letters to speakers written on behalf of the committee. These can be forwarded by the group administrator,
- collate feedback forms,
- upload articles, presentations and papers to the secure area or the website.

The group organising committee is responsible for:

- Removing the event from websites hosted outside of BCS as soon as possible after the event, ideally within 24 hours.

2.4 Southampton Street facilities

- The fire regulations limit the floor capacity to 120 persons maximum, including staff.
- Bookings for the London office may be made a maximum of one year in advance. Cancellations must be made no later than five working days prior to the event.
- Agreement should be sought from our London reception prior to displaying any information on walls etc. BCS signage should not be covered at any time.
- Branch or SG committee members are not permitted to use BCS facilities for personal business or university use. All events booked under a group code must have direct involvement with the specific group.
- Stationary and miscellaneous office goods are not supplied or held by our London office. Request all necessary items for your meeting from your group administrator at least four working days before your event or meeting. Printers in London are not available for use in relation to meetings and events.
- BCS facilities are available for non-BCS events, but these are chargeable at market costs. Please contact either the London or Swindon reception if wishing to book a room. Discounts are not available for BCS members making personal bookings.
- If your delegate list anticipates your evening event running to capacity, a member of the attending committee may be asked to be

present at the front desk to turn away un-booked or opportunist attendees.

- BCS cannot allow catering or refreshments to be brought in from other suppliers.
- There is a drop-in facility from 8am until 6pm Monday to Friday. A valid BCS membership ID is required.