



**RTPI**

mediation of space · making of place

## **How to... organise a RTPI Regeneration Network event**

The RTPI Regeneration Network organises two types of event: study visits and roundtable discussions. Events are held at locations around the UK and we do not charge delegates to attend.

Roundtable discussions are usually:

- Introduction and welcome from the host (5-10 mins)
- Speaker(s) (20 mins each)
- Questions and discussion (1 hr)

Study visits will vary according to location, but usually include:

- Introduction and welcome from the host
- Walk round project/area
- Questions and discussion throughout the visit

The key thing is that they are small, short events and not large conferences. It is vital that those who attend get a chance to ask questions and really get to grips with the topic on the day, and that they get a chance to network with each other.

For a list of topics so far, please see the Regeneration Network's event webpage <http://www.rtpi.org.uk/item/131/23/5/3>.

A briefing note is produced after each event, which Network members can access in the [members' area](#), along with presentations and any additional follow-up materials. This enables Network members who have not been able to attend the event to learn from it.

### ***Who can host an event?***

Network members suggest topics that they think would be of interest to other members, and host or arrange the events. If you are involved in a project that you would like to showcase to other members, know of an interesting piece of research or have a speaker to lead a discussion session then please get in touch [regeneration@rtpi.org.uk](mailto:regeneration@rtpi.org.uk).

### ***Budget***

There is no budget to pay for the costs of hosting an event, so we rely on the generosity of members in allowing us to use their meeting rooms. We also have a list of members who have offered the use of small rooms or board rooms for roundtable discussions. We do not expect you to provide catering for a two-hour event, but if you would like to,



**RTPI**

mediation of space · making of place

and have a budget or a sponsor to pay for it, you are welcome to do, and we will of course acknowledge this in any event material.

We do not expect you to produce handouts, printed material or promotional fliers, although if you have material you would like to share with participants you are welcome to do so.

***I've got an idea for an event. What do I do?***

Please think about:

- Who would speak and on what topic
- Who would chair the event on the day
- How many people you could accommodate (max. 20, but fewer if appropriate)
- When you would like to host the event (month)
- What time of day would suit you
- Where you propose to hold your event
- Whether this is a roundtable discussion, study visit or combination of both
- Are there any accessibility issues (venue, place to visit) which might make it difficult for some people to participate

Then please get in touch with us via [regeneration@rtpi.org.uk](mailto:regeneration@rtpi.org.uk).

We will let you know what else is happening in the Network's calendar, so that a mutually convenient date can be fixed; and also whether the topic is likely to be of interest to one of the RTPI's other Networks, in which case the event could be badged jointly.

***Before the event***

Host:

- Fix the date for your event with your speaker(s)
- Provide text for the promotional flyer at least six weeks before the event
- Agree venue address, directions, nearest main railway station and event time/date
- Book room and catering if applicable

Network Manager:

- Promote the event through Network bulletins, the RTPI website, other networks and the local RTPI Region/Nation
- Take delegate bookings
- Maintain contact with host
- Send joining instructions to delegates
- Provide host with delegate list
- Provide host with promotional Network flyers to display if desired



**RTPI**

mediation of space · making of place

### ***At the event***

Host:

- Ensure notes to be written up afterwards as the event briefing note (a short note, no more than two sides A4, with the key points of the event)
- Get everyone to introduce themselves to emphasise that this is a networking event, and remind them of how to participate (e.g. do you want questions throughout, or when the speaker has finished?)
- Promote the Network and encourage any non-Network members to sign up via the [website](#) \*

Network Manager:

- Is happy to attend events but this is not always possible due to resource restrictions

\* Non-Network members are welcome to attend Network events (providing there is space), and this is a way to encourage people to join the Network. The events are promoted in the RTPI website [events calendar](#), which is in the public domain. We will indicate on the delegate list sent to the host how many delegates are not Network members.

### ***After the event***

Host:

- Send text for briefing note to Network Manager to be formatted
- If the speaker agrees, send copy of presentation or other materials to the Network Manager for the members' area of the Network website
- Feedback to Network Manager (if not present) about the event and any follow up required
- Inform Network Manager of any delegates who did not attend

Network Manager:

- Thank speaker(s) and host
- Format and edit briefing note, place on website and inform members via the weekly bulletin
- Send copy of the briefing note directly to delegates
- Follow up delegates and encourage to join Network (if applicable) and access follow up materials

### ***Next steps***

This document is intended to provide outline guidance; please contact us with any queries, and your event suggestions.

Catherine Middleton, RTPI Regeneration Network Manager

[regeneration@rtpi.org.uk](mailto:regeneration@rtpi.org.uk) or 020 7515 1913

September 2010