**Annual Conference 2020**

**Making all the Difference**

*We are inviting Clinks members to propose a session to be run at the conference. We are looking for interactive workshops that are delivered on the theme, Making all the difference. We need to remind and inspire people about why they are doing the work they are doing. But these are tough times, and sometimes we need to adapt to stay afloat. Workshops could show how you’ve adapted your services with input from your beneficiaries, whilst sharing your experience and new skills. They could be about how to adapt to the rising need for safety in prisons or reframing your communications to the media describing the services you provide.*

*We are looking for worksheets, questions and toolkits from each session that delegates can take away with them and talk to their organisations about. If you have an inspiring story to tell of how you have stayed true to your purpose in the face of change, we want to hear about it. If you’ve had a bad experience, tell us how you adapted and worked through it to become a more focussed and stronger organisation.*

*We encourage all organisations to include their beneficiaries/people with lived experience in the production of the workshop (not necessarily presenting on the day)*

*IF you’re struggling to put ideas into production, Clinks have trained facilitators among their staff, we are here to help!*

*We also encourage you to deliver your session in collaboration with service users or partnership organisations where possible.*

**Deadline for submissions deadline is 19th May**

*We are hoping to read all submissions by 22nd May.*

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| **Name of Organisation:** Clinks |
| **Which region of the UK are you based in?** | London |  |
| **Name and job title of individuals running the session:** Janette Kilner - Membership & Events Officer |
| **Will your session be co-produced with another organisation? Do you work in partnership with organisations that could co-present?****Name:** N/A  |
| **Title of session:** How to plan and deliver safe and informative events from scratch in the current political climate. |
| **Aim and objectives of session** (what transferrable skills will the delegates take away from your session**?):****Aim**: The workshop is aimed at organisations who wish to begin running events and need advice on where to start, and for those who currently run them but would like to improve/expand the way do it. The focus of this workshop will be to demonstrate how Clinks plan and deliver their events in a safe and inclusive manner and to help all delegates think about what they need to do in order to do the same.**Objectives**: * Delegates will come away with an overview of the processes that go into running an event from start to finish
* Delegate will come away with an understanding of the biggest challenges faced by organisations who run events
* Delegates will come away with a resource pack they can refer to when working on their own events
* Delegates will come away with information and skills they can apply to running an event within their own organisation.

**Resources for delegates to take away:*** Event planning pro forma
* Event planning Top Tips sheet
* Workshop slides

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| **How would you describe the main style of your planned session:** |
| [x]  practical workshop | [x]  paired/group discussion | [x]  presentation | [ ]  performance |
| **Please provide a brief outline of the structure of your planned session, paying close attention to the practical or interactive tasks will you include to engage the delegates in your session:*** Introduce myself and my role at Clinks
* Very brief overview of 2019-20 events stats (one presentation slide)
* Outline the aims and objectives for the delegates
* Paired task: Sharing concerns/fears & what you wish to learn (and discussion around these)
* Small group task: Make a list of all the processes you think/know go into planning an event
* Whole group task: Share what people have come up with and use the rest of the group to fill in any blanks
* Solo task: Spend 10 minutes working alone and thinking about how this would work within your own organisation. Will it be easy? Are there any obvious issues you may face? What are your biggest concerns about this?
* Introduce the Top Tips sheet and where to find the workshop materials and event pro formas
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| **Additional information/ Any practical or financial concerns you wish to raise?**None |
| **Office monitoring:** |
| **What following areas do you work in? Please tick as many as apply:** |
| [ ]  Black and minority ethnicities [ ]  Families[ ]  Gypsies & Travellers/ Roma people | [ ]  LGBT+[ ]  Older people [ ]  People with disabilities | [ ]  People with multiple disadvantage[ ]  Women[ ]  Young people |