**Annual Conference 2021**

**Building a better future**

**Theme**

We are inviting Clinks members to run sessions for our Annual Conference (23rd-25th November 2021). We are looking for interactive workshops that can be delivered on the theme: Building a better future.

In a post-Covid world, there are both challenges and opportunities for voluntary organisations in the criminal justice system. Together we can not only recover, but we can we shape an even better future for our organisations and the people we support.

We have the chance to address longstanding, systemic problems facing the criminal justice system and the people within it, including structural and institutional racism. Building on our solid foundations, we can construct a post-pandemic future with a fairer criminal justice system that utilises the vast expertise and diversity of voluntary organisations, treating them as equal partners. One where organisations not only survive but thrive.

**Sessions**

We aim to include interactive sessions on a range of topics, under the wider theme: Building a better future.

Questions you could address in workshops include:

* Were there any changes that came about during the pandemic that should continue and be built on?
* How do we make a more equal criminal justice system, ensuring sustainability and resilience?

We are also looking for organisations to provide worksheets, booklets or toolkits from each session that delegates can take away with them back to their organisations.

We encourage all organisations to include their beneficiaries/people with lived experience in the production of the workshop (not necessarily presenting on the day). We also encourage you to deliver your session in collaboration with partnership organisations where possible.

Sessions will take place on Zoom on the 24th and 25th November either at 10am or 2pm and will last around 90 minutes. The format of session is up to you; this could include a short presentation, a scripted discussion, a performance, or video? We’d like the session to be as interactive as possible so please build in time for questions and/or discussions with the audience.

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

**Please see the sample form below for guidance on what to include. Complete the blank form and return to** **events@clinks.org** **by 10th September 2021.**

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| **Name of Organisation:** Clinks |
| **In which region of the UK are you based?** | 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
 |
| **Additional information/ any practical concerns you wish to raise?**Would like to share slides, I have a video to show and I’d like support to host Zoom session. |
| **Office monitoring:** |
| **Is your organisation a specialist in delivering services to:** |
| [ ]  Black and minority ethnicities [ ]  Families[ ]  Gypsies & Travellers/ Roma people | [ ]  LGBT+ people[ ]  Older people [ ]  People with disabilities | [ ]  People with multiple disadvantage[ ]  Women[ ]  Young people |

# *Sample form*

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| --- |
| Name of Organisation:  |
| In which region of the UK are you based? |  |  |
| Name and job title of individuals running the session:  |
| Will your session be co-produced with another organisation? Do you work in partnership with organisations that could co-present?Name:  |
| Title of session: |
| Aim and objectives of session (what transferrable skills will the delegates take away from your session?):Aim: (short paragraph explaining what you’re hoping to discuss in the session)Objectives: Resources for delegates to take away: |
| How would you describe the main style of your planned session: |
| [ ]  practical workshop | [ ]  paired/group discussion | [ ]  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: *(bullet points are good)* |
| Additional information/ Any practical concerns you wish to raise? |
| Office monitoring: |
| What following areas do you work in? Please tick as many as apply: |
| [ ]  Racially minoritised people [ ]  Families[ ]  Gypsies & Travellers/ Roma people | [ ]  LGBT+[ ]  Older people [ ]  People with disabilities | [ ]  People with multiple disadvantage[ ]  Women[ ]  Young people |