# SIG Member Meet-Up Guidance
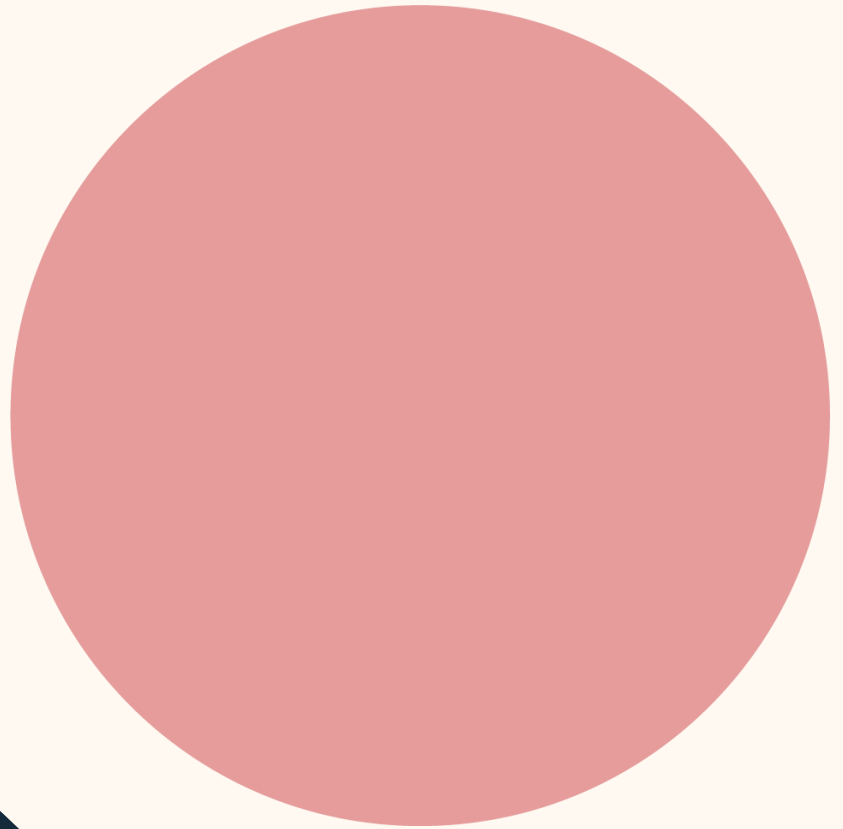
# Introduction

As a coordinating group, the Lead and Deputy SIG Coordinator(s) will be responsible for hosting regular online meetings tailored exclusively for and dedicated to SIG members. With input from existing coordinators, we have created this brief guidance document to aid with the organisation of these online meetings.

The purpose of these meetings will be to create and strengthen a sense of community and provide a forum for sharing experiences.

The guidance within this document is not exhaustive, serving as the minimum expectation. As a coordinator, you have the flexibility to build upon this guidance as necessary to align with your group's identity and the preferences of its members.

If you would like to host a more formal event, or an event in collaboration with another AHEP SIG or AHEP Regional Network, AHEP are able to offer further support. This guide details the support available in these circumstances.

# SIG member meetings

## Preparing for the member meet-up

These sessions will take an online, informal networking format. Whilst these sessions are informal, it can be useful to set a topic for each meeting. This topic can be decided by the coordinating group, influenced by current trends and themes within your area of interest, or even suggested themes from the group membership. It may be useful to pick topics for several meetings in advance, to complement each other and appeal to a wider variety of members.

These meetings are prepared and hosted by Lead and Deputy Coordinators. When preparing for the meeting, we would advise the following:

- Establish a relevant theme
- Establish who is managing bookings (AHEP or SIG coordinators)
  - The following Microsoft/Google form templates and can be adapted to fit the needs of a particular session.
- Promote the session to SIG members.
  - Contact members through your most recent SIG membership list

- - Notify members through LinkedIn and Teams channels
    - Notify the AHEP Professional Development Coordinator to ensure this is included on AHEP social media and email communications and on the individual SIG webpage
- Issue joining instructions to attendees in advance of the event
- Whilst not a requirement, it can help the flow of the session to prepare 'presentations', from either facilitators or from other colleagues who have something to share. These case studies start off the discussions and give people ideas that they might like to try at their own institutions

## Format and things to consider for the member meet-up

### Introduction

We recommend beginning the meeting with an introduction to coordinators and any additional speakers you may have.

- Keep the event informal and personable by accepting people from the waiting room and greeting them as they come in.
- Encourage attendees to unmute and introduce themselves; their job title, and their institution both in the chat and on video (if they feel comfortable to do so), allowing additional time for everyone to join. Perhaps ask an 'icebreaker' question and give everyone the opportunity to speak.
- Provide a general overview of the meeting theme
- Set ground rules/expectations
- This is an opportunity to promote the SIG, the SIG's monthly meetings, as well as any relevant events within the broader AHEP events programme
- It is important to emphasise that this is a small informal meeting

### Presentations/case studies and challenges

It can help the flow of the meeting to do 'presentations', from either facilitators or from other colleagues who have something to share. These case studies start off the discussions and give people ideas that they might like to try at their own institutions. These presentations do not need to be formal and should kickstart the basis of the meeting's discussion.

When delivering any presentations, coordinators are expected to use the [AHEP slide deck](#) template.

## Open Discussion

It is important that these meetings include an opportunity for an informal open discussion between attendees as this engagement is an invaluable benefit to SIGs.

- Keep it informal
- Encourage people to unmute themselves/raise hands to add to the conversation
- Encourage people to use the chat as well.
- Keep an eye on those who are silent but are unmuted. They may be shy and will join in if asked a question.

## Wrap Up

To conclude, it is important to acknowledge speaker and attendee contributions. This is also an opportunity to promote the SIG, future sessions hosted by and for the SIG and gather feedback from attendees, on what themes they would like to see covered in the future. This is also an opportunity to promote the wider AHEP events programme, specifically any events that are relevant to your SIG.

# Seeking AHEP support with events

Where you are hosting an event in collaboration with another SIG, an AHEP Regional Network, or an event that you would like to open to the wider AHEP membership, a member of the AHEP team can be available to offer further support.

## Preparing for the event

Whilst AHEP are on hand to support before, during and after the event, these events are to be led by SIG coordinators. To receive support from AHEP, please complete the SIGs Session Detail Form and return to the AHEP Professional Development Coordinator.

Once the form has been returned, the AHEP team will develop an events webpage using the details provided within the form. In advance of the event, AHEP will issue joining instructions to registered delegates.

If you would like to collect feedback from the event, AHEP can also support with designing and issuing a feedback form following the event.

If you consent to recording your event, the AHEP team will share this with delegates following the event. This recording will also be available on the AHEP website for AHEP members.

## Thank you from AHEP

Thank you for taking the time to read this guidance.

If you have any queries at all, please contact hello@ahep.ac.uk and a member of the team will be in touch.