

MEMBER NETWORK EVENTS	
FORMATS:	
Annual Members' Meeting	To be held once in each calendar year to provide an opportunity for the committee to inform Section members about committee activities, get their feedback on what members would like to see happening and provide a forum for questions and discussion. Usually combined with one of the below event formats. More details at https://events.cieem.net/Portal/VolunteeringwithCIEEM/CommitteeToolkit/Annual_Members_Meeting.aspx
Seminar	An event lasting no more than half a day in total and involving up to three speakers and/or workshop/discussion/site visit sessions. A seminar is smaller and less formal than a conference, providing a place where research or projects can be discussed, questions raised and debates conducted. More details at https://events.cieem.net/Portal/VolunteeringwithCIEEM/CommitteeToolkit/Member_Network_Events.aspx#Eight .
Discussion workshop	An event where a practitioner topic is introduced and a facilitated discussion held.
Talk	Presentation(s) by up to three speakers, usually involving audio visual materials, often followed by a facilitated Q&A session. Often combined with a site tour or discussion workshop.
Field trip	A guided tour of a site of particular interest, with opportunity to discuss points of interest with a knowledgeable person. Often combined with a talk.
Student event	This could be a classroom-based careers talk to a group of students, a series of 1:1 careers mentoring sessions, or an opportunity for students to present their projects.
Open mic night	Usually an evening event where participants have the opportunity to speak to the group on a particular topic.
Members' social	This is primarily a networking event that would usually be held in an evening, involve some catering and could be combined with a talk, topical quiz or other group activity.
AUTHORISATION:	
No formal authorisation is required for Member Network Events, but you should check the CIEEM training and events calendar for any possible clashes in terms of topic, date or location. When you submit an event via the online event submission form we may not be able to advertise it if it conflicts with other CIEEM events. If in doubt, please check with membernetworks@cieem.net at an early stage.	
More details at: https://events.cieem.net/Portal/VolunteeringwithCIEEM/CommitteeToolkit/Member_Network_Events.aspx	
ADVERTISING:	
You must allow a minimum of 21 days lead in time for advertising to give members sufficient notice to arrange to attend your events. This includes up to one week for your event to be advertised once you submit details via the online event submission form .	

OTHER TYPES OF EVENT

JOINT EVENT:

Definition: Many events are organised by a Member Network but led by a member of another organisation (e.g. a local Wildlife Trust or bat group). These would be classed as CIEEM events. However, where the event is jointly organised with another body – including sharing of advertising, finances and other resources – this could be classed as a joint event. This would be badged as a joint event and advertised accordingly. More details at

https://events.cieem.net/Portal/VolunteeringwithCIEEM/CommitteeToolkit/Member_Network_Events.aspx.

Authorisation: One of CIEEM's strengths is that we carry out a lot of activities in partnership with other bodies and it's important that we demonstrate a joined-up approach in our dealings with our partner organisations. For this reason, please do check your plans for joint events at an early stage with the

membernetworks@cieem.net to look for any potential clashes or opportunities for wider collaboration.

Advertising: Joint events can be advertised by CIEEM in the same way as Member Network Events.

EXTERNAL EVENT:

Definition: Events that are organised and run wholly by an external body. These may simply be of interest to CIEEM Members, or the host organisation may have specifically extended an invitation to CIEEM Members, perhaps with free or discounted attendance.

Advertising: If the event is purely external (i.e. you are not involved in organising it) this is classed as an external event, rather than a joint event. Owing to the admin time required to advertise events, an external event can only be advertised on our website if it is organised by a statutory or government agency, is relevant to CIEEM members and does not compete with any other CIEEM activity. We can never email our members direct about 3rd party events for reasons of data protection.

CONFERENCE:

Definition: One- or two-day events involving a series of speakers (more than three). There may also be workshop sessions or field trips as part of the event.

Authorisation: Member Network Committees will generally be invited to get involved with any CIEEM conferences happening in their geographic/topic area. This may include helping to put together the programme and/or coming along to help run things on the day in return for a free delegate place.

Special Interest Groups may submit a proposal to run a conference of their own, with an initial proposal submitted to membernetworks@cieem.net by **30 September** for approval by the Governing Board in October for conferences running the following financial year. More details at

https://events.cieem.net/Portal/VolunteeringwithCIEEM/CommitteeToolkit/Member_Network_Conferences.aspx.

WEBINAR:

Definition: An online event typically lasting for one hour, consisting of up to 40 minutes of a PowerPoint presentation (with optional polling), followed by a facilitated Q&A session.

Authorisation: All webinars form part of the CIEEM PDP programme and Member Networks are very welcome to propose webinars to be included in this programme, even if these are geographically 'distinct' topics. You can do so by completing a [webinar proposal form](#) and returning it to webinar@cieem.net. Your suggestion will be considered alongside others and you will be contacted with options for taking it forward, wherever possible.

TRAINING COURSE:

Definition: A structured half or one- or two-day interactive learning event involving one or more experienced trainers delivering the content. Training courses often have a restriction on numbers.

Authorisation: Training courses are organised by the CIEEM Secretariat as part of our Professional Development Programme. Member Networks do not organise training courses. However, Member Networks are encouraged to input to the CIEEM training programme with suggestions of topics and trainers. To find out more about how to propose a new CIEEM Training course, please visit <https://cieem.net/i-am/continuing-professional-development/information-for-potential-trainers/>.