



Afrinspire Guide to Events

Dear Events Officer,

Welcome to the Afrinspire Student Society! This guide is here to make your job as simple as possible. You may have lots of your own ideas, which is great, but here are just some helpful tips and thoughts to get you going.

You have been tasked with the job of organising **4 events** this year. Whilst this may initially sound like a daunting prospect, you will realise if you think about our 8 week terms that this gives you around a month to organise each event. Additionally, and importantly, you are not alone; the rest of the committee are there to give advice and bounce ideas off, and there will be a team of you working on the day! Additionally, some events are simple, and don't have to be a big thing to organise!

Furthermore, Afrinspire is very keen to collaborate with other societies and co-host events. Examples of societies that might be keen to co-host with you include **CUID** (the president, Richard, is connected to Afrinspire), **Medsin** (but your event would usually need to have a slight focus upon health) and the **HUB**, which hosts a series of talks held at the same place and same time each week, but by different societies, on a topic you can choose, and will publicise it for you. See the *Liason List* document for more information.

Setting up an Event:

There are a number of (mostly obvious) things to think about when first setting up an event, such as what form it will take, and deciding on a date, time and venue, then finally publicity.

Form: In general, students who attend your event will have spent most of the day in 1 hour lectures. Therefore they may not be very enthusiastic to attend a one-hour speech, even if it is by a very eminent person. Try to make the event more varied – consider a discussion forum based around a stimulus presentation by an expert, short film, or case study, to last 15 -30mins. Compose 3 – 5 questions and break the audience into groups of no more than eight to discuss before getting everyone to feedback. Alternatively debates can be very popular.

Date and time: Bear in mind that there are a limited number of students who want to show up for an international development themed event, so try your best not to make your event to clash with any events by similar societies or you will have to split attendance between you. Consider factors such as people wanting supper, and not showing up as much on Friday nights.

Venue: Think carefully about how many people you can reasonably expect to attend and choose venue accordingly. Also consider if you want to supply food – many colleges make you use their catering department which can wind up relatively expensive!

Publicity: In order to get good attendance you need to start publicising WELL in advance. Fill in the *Event Plan* sheet at least 2 weeks in advance and when it's approved start publicising straight away, on the Afrinspire website, facebook group, and to members with the help of the secretary. Also consider getting other societies such as the Hub, Medsin, the humanitarian aid centre and CUID to publicise it, and putting posters up, for example outside big lecture theatres, and doing shout-outs. Remember to send a reminder email as early as you can on the day itself.

The Start of Michaelmas:

The start of Michaelmas is a critical time to gain supporters for the rest of the year, so if at all possible try to hold your two events within the first month.

The first event needs to include a short (10-15mins) initial presentation about what Afrinspire is and does, then focusing on how students can get involved and a recruitment drive for a committee. This can be advertised as a "squash" and should ideally also involve food.

Another event which needs to be held early on is a "**scenario**" based event, in which Ian will present three real life cases asking for support, and the audience have to think through which group to support in a discussion-forum lay-out. This will then be the same format taken into schools in the local area, so students who attend can be asked if they'd like to get involved.

Other Suggestions for Events:

Data Collection in Developing Countries

This event can be largely run by the students who went on the Afrinspire trip this summer. The students could give a brief presentation on the trip (10-15mins) and then it should act as a discussion forum in which they present their difficulties in collecting data, and everyone thinks about the complexities involved in that environment, possibly facilitated by one or more practitioners from the humanitarian aid centre. This would need to take place about a month into Michaelmas term to debrief the student trip and to encourage other people to start expressing an interest in next year's trip.

Grass-roots development; supporting the local people to do what they do best?

This is an event which **CUID** or the **HUB** might well be keen to collaborate with, and in which you could easily incorporate speakers from other charities similar to Afrinspire.

It could either be a debate or a discussion forum about the advantages and problems of grass-roots development, as opposed to development which is brought in through the government. You could invite 3 or 4 different development practitioners (e.g. from the HUM centre) and ask them to speak for up to 10 minutes each on why they do or don't support grass-roots development, before posing 3 key questions to the audience and breaking them into groups to discuss them.

An event focusing in on a specific area of Afrinspire's work. This could well be health-based to tie in with Medsin (who have a stigma in medicine theme), and/or the Hum Centre's Health theme.

E.g. Social Inclusion and Disability Across the World

Again ideally this would be discussion-based. You could ask Sarah-Jane (a medical student who went on the summer trip) to give a short presentation about her perceptions of the way in which disabilities affect the lives of individuals in Africa, and compare her experiences with someone who has worked with disabled individuals in the UK (e.g. consider someone from CUSU - <http://www.cusu.cam.ac.uk/welfare/disabilities/>), and perhaps a middle-income country, such as Belarus (ask Felicity Jones - felicityaejones@gmail.com) for a speaker for Belarus if interested. These stories could then be analysed by the group to determine similarities and differences, and to consider possible strategies for tackling disability, and the extent to which they apply equally in different countries.

Additionally, try to think laterally about how to tie education into a fundraising event –you can work with the fundraising officer on this. E.g. Could you have a short talk on something fairly broad (e.g. Sustainability and Relationships in Development for 20 – 30mins) before going for a charity formal in a particular college? This reduces effort and helps raise funds for Afrinspire. It may also increase the attendance.

Publicising an Event:

Two weeks before hand:

- Here are some online university calendars to add the events to: <http://talks.cam.ac.uk/>, and <http://www.cusu.cam.ac.uk/events/add.html>
- Also try to get your event added onto mailing lists: Medsin (email with details to pmm45@cam.ac.uk), CuID (email with details to public-communications@cuid.org), HUB (<http://cambridgehub.org/node/3754>) and Humanitarian Centre (email with details to calendar@humcentre.org)