

events@baleap.org

**Professional Issues Meeting (PIM)**

**Handbook**

**2023-24**

**A guide for those interested in or embarking on hosting a PIM.**

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# Introduction and Purpose of Guide

This guide is intended for those interested in, or embarking on, organising either a face-to-face, online, or blended Professional Issues Meeting (PIM). It should serve as a fairly comprehensive guide as it has evolved from the experience of many previous PIMs.

There will still be institution-specific questions to be addressed. The BALEAP Events Officer is the first point of contact to discuss such questions and any other matters which may arise.

##

## What is a PIM?

A PIM is a Professional Issues Meeting and provides an opportunity to meet and share research and good practice around a particular theme.

##

## Aims of a PIM

### For BALEAP and the EAP community

* Disseminating research and ideas for good practice in the EAP community
* Raising the profile of the organisation
* Raising income that can be used to support events, research and other projects

### For individuals

* Opportunity to present as part of Continuing Professional Development (CPD)
* Opportunity to learn from others and share and build on good practice
* Opportunity to network

### For host institutions

* Raising the profile of the department/centre organising the event
* Providing an opportunity to showcase department/centre and EAP provision there
* Providing an opportunity to develop skills in conference/event organisation
* Does NOT provide an income generating opportunity

###

### Who can host a PIM?

Any member institution can apply to host a PIM subject to the resources available to them. There needs to be one lead organiser and two other named contacts for BALEAP who are committed to organising the event, plus more colleagues as required to form a team. A free place at the event is available for the lead organiser and two colleagues.

#

# Organising a PIM

## Who to see about what

|  |  |  |
| --- | --- | --- |
| **Person** | **I need info/advice on** | **Contact details** |
| Events Officer | * Organising a PIM
 | events@baleap.org  |
| Web Officer | * Setting up/updating the PIM listing on the BALEAP website
* Setting up the PIM registration
* Archiving and sharing PIM presentation slides and recordings
 | web@baleap.org  |
| Information and Publicity Officer | * Help publicising the PIM and advice on branding
 | information@baleap.org  |
| Administration Officer | * Registration updates
* Invoicing
 | admin@baleap.org  |

##

## Organising team

You will need a lead organiser and two other named contacts for BALEAP who are committed to organising the event, plus more colleagues as required to form a team. The lead organiser will communicate regularly with the Events Officer and their name should go on the publicity as a contact. Contact details for the other two named organisers should be given to the Events and Admin Officers and they will need to be contactable on the day of the PIM.

You will need to delegate tasks accordingly which could include the following:

* Budget
* Managing resources (e.g. online platforms/rooms/help needed on the day)
* Tech support
* Exhibitors/sponsors
* Co-ordinating proposals/abstract review committee
* Programme/format and timetabling
* Publicity/comms/social media
* Catering
* Information about travel and accommodation

##

## Date

There are usually three PIMs a year, typically held in March, June and November. The **date, theme and venue** of all PIMs in a given academic year need to be confirmed with the BALEAP Events Officer ideally a year in advance, so that the events can be advertised through BALEAP in good time. This helps with Continuing Professional Development (CPD) budget planning for institutions.

Ensure that the date does not fall on a university Open Day, or when there is another conference or event at your institution which could impact resources e.g., IT staff, room availability etc., and affect parking. You may need to liaise with your university events/conference organisers/teams.

It is also helpful to check other EAP-related events that may be organised by other institutions around that time as well as those that may be organised by BALEAP or a partnering organisation (the latter would be advertised on the BALEAP website). For example, the annual EAP conference held by St Andrew’s is usually either the last weekend in February or the first weekend in March.

Some institutions have successfully held PIMs on Fridays which may mean the event is more accessible to some members. For Saturday PIMs you will need to check whether IT support is available and what additional costs are for e.g. IT support, catering, and heating.

## Participants

The minimum number of delegates needed for the event to be viable (i.e. to break even) will need to be considered.

PIMs typically attract between 100 and 150 participants. For hybrid events numbers vary with respect to numbers attending online and face-to-face, recently being about 75% attending face-to-face.

# Budget

It is important to note that organising a PIM does not provide an income generating opportunity for the host institution. Unless you **do not** plan to incur any costs, i.e. you are hosting the PIM online using only technology provided for free by your institution, you will need to present a full budget of costs to the Events Officer using the budget template ([see BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8)). Registration is handled through BALEAP (see below) and the host institution sends an invoice for the full amount of cost incurred to BALEAP after the event. The invoice should clearly state the amount, what it is for, the event name and date as well as bank account details to make the payment.

This should be sent to treasurer@baleap.org and admin@baleap.org, cc-ing events@baleap.org, alongside an updated final budget of actual costs incurred. Surplus from ticket sales stays with BALEAP to cover costs for administration and any remaining surplus is invested back into projects that benefit members.

# Costing and Resource Considerations

## Online and hybrid PIMs

### Online platforms

* Any fees related to online hosting, e.g. using a virtual room licence or acquiring add-ons to facilitate particular aspects of an online event.
* The platform you use will be determined by what your institution has a licence for and can support. It is worth checking whether your institution is intending to renew licences such as Zoom, and if not, how long they hold the licence for.

### IT support

* You will need dedicated IT support in the lead up to the PIM and on the day.
* For online PIMs you will need ‘floating support’ to be able to troubleshoot issues in a particular (virtual) room.
* Participants from outside your institution typically need technical support on the day so you will need to make provision to ensure they know who to contact.

## Face-to-face PIMs

### Rooms

* **Lecture theatre(s)/plenary room(s)** with capacity for 100+ participants.
* **Break out rooms** for up to three parallel sessions, inc. rooms suitable for workshops.
* **Livestreaming**. Ideally plenary room would have capacity to live stream, and if possible one break out room.
* **Accessibility**. Are all rooms accessible or might reasonable adjustments need to be made?
* **Registration/Welcome**. Large space to greet delegates on arrival, hand out badges, and serve tea and coffee etc.
* **Lunch**. Rooms or space large enough for lunch for all face-to-face delegates (or alternative venues suggested.
* **Exhibitors** need a space where there is plenty of footfall.
* **A secure room** **for publishers** to send exhibition stock before the event.
* **A cloakroom or secure room** staffed by student ambassadors for delegates to leave coats and bags.

### Catering charges

* To cover lunch and refreshments on arrival (optional) e.g. tea/coffee and dairy free alternatives, water and pastries; lunch; tea/coffee in afternoon (optional).
* It is important to cater for specific dietary requirements inc. gluten free, nut free, vegan, halal etc.
* There may be additional charges for a Saturday event.

### Security charges

* Parking.
* Locking and unlocking buildings and rooms.

### Heating

* Heating costs for PIMs hosted in November and March on a Saturday.
* **NB:** Ensure you arrange to turn on the heating if the weather is cold.

### Student Ambassadors

* Payment to student helpers on the day.
* Student helpers can also be given the option for helping for free and attending some of the sessions.

### Estate fee

* A fee to the university (estates fee) or VAT.

### Badges

* Cost of printing badges and providing badge holders.
* Lanyards may be provided by exhibitors if asked in advance.
* **NB**: BALEAP Exec. need badges with BALEAP logo on.

# Scheduling and Formats

Please discuss your proposed format with the Events Officer as they will have experience of what has worked at recent PIMs and will be able to advise.

### Timings

Scheduling registration and welcome teas and coffees from 09:30-10:00 allows people to travel up on the day. Similarly, a 16:00 or 16:30 close allows people to travel home in good time, particularly on a Friday. Please allow sufficient time between sessions for changeover /comfort breaks, and for tea and coffee breaks.

### Streams

A typical format for delivery is to make provision for three streams. This allows you to divide your main theme into specific strands which helps participants navigate the programme as well as providing a specific focus for proposals.

### Links for online streams

For online PIMs you will need to decide how to allocate virtual rooms, for example if each room has a dedicated strand/theme this will allow you to create links for that strand to share with delegates.

### Plenary speaker

You may choose to open or close your PIM with a plenary speaker, but it is not essential to have a plenary speaker. In any case, it is not usual to have more than one plenary speaker at a PIM. (Note that BALEAP only cover the cost of travel within the UK and budget accommodation for **one** plenary speaker).

### Asynchronous videos

These allow for wider participation in your PIM and can be used for publicity purposes. Organisers can consider releasing so called taster video(s) to be viewed on the publicly available BALEAP YouTube channel in advance of the PIM date, with the permission of the speaker, to generate interest. Time bound asynchronous Q&A potential can be set up.

### Flipped

A possible format for online PIMs is for one stream to be flipped, i.e. the presentations for a given stream are pre-recorded by the presenter and videos submitted to the organisers in advance. The videos for this stream are then made available via the public BALEAP YouTube channel to watch ahead of the PIM and a virtual Q&A session is scheduled on the day. This allows for wider participation, a variety of formats, and mitigates against technical issues on the day.

The viability of this option will depend on the willingness and time available to presenters to pre-record their presentation and of participants to watch content ahead of the day.

### Poster Presentations

Organisers may want to consider poster presentations. These can be displayed where there is sufficient foot traffic, and an extended lunch break provides an opportunity to showcase them.

### Networking

You may also want to consider a longer lunch break to allow participants to network. For online PIMs software such as [Wonder Me](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.wonder.me%2Fsignup&data=05%7C01%7Cf.wallace%40ucl.ac.uk%7C2bda16a45ba2432362ac08dabe55aabd%7C1faf88fea9984c5b93c9210a11d9a5c2%7C0%7C0%7C638031572387917267%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zklCB4z%2B%2Fpmfve3rs2toKUJXvmSf%2FOye%2B4AaWxliKNg%3D&reserved=0) has been successfully used facilitate.

### Closing the day

You will also need to plan how to close the day, e.g. with a panel discussion or closing talk/discussion.

# Practical considerations

### Proposal deadlines

Proposals typically come in very close to the deadline so the review committee will need to allocate additional time around this date to review them.

Whilst it is important to decide on the format as early as possible as it will impact resources you require; you may need to review it once speakers have been confirmed.

### Security for online PIMs

For hybrid and online events consider how to prevent links from being leaked as well as uninvited attendees participating (so-called Zoom bombing). It’s good practice to set up additional authorisation (participants need to sign in using their email address) waiting rooms, etc.

### Pre-event speaker meet up for online PIMs

Organise a pre-event speaker meet up to check everyone can sign into the room and knows how to use it. Even though online technologies are becoming more and more familiar, don’t assume everybody knows how to use them.

Also, technologies change rapidly and it is important speakers feel confident handling the technology. At least check with them they are familiar with the software you are planning to use and whether they are planning to use any videos, screen share or apps or other functionalities like breakout rooms (e.g. for a workshop) or polls or send any files via the chat in order to tailor the assistance they may need on the day.

Provide an opportunity for speakers to share slides using the technology so that they are not doing it for the first time on the day.

### Housekeeping rules

Establish housekeeping rules, you may want to produce a PPT slide to show at the start of each presentation or alternatively announce the rules at the start of the PIM.

Agree with the speaker how much introduction they need and how they want to go about questions and answers (at any time during the presentation, at allocated times, at the end of the presentation; via the chat or hands up icon for online participants). For hybrid and online PIMs you will also need to take into account the need for the participants to mute microphones, and use or not use their video.

It is important that the online audience at a hybrid event do not feel marginalised. Previous hosts have fielded online questions first as they tend to be synchronous and this has the advantage of giving the face-to-face audience thinking time to formulate questions.

Signpost participants in advance as to etiquette around campus, e.g. should they bring their own water bottles and keep cups.

### PPT slides

Ask all presenters to submit their PowerPoint (PPT) slides in advance regardless of the format in case they have tech issues on the day and you need to assist with accessing or sharing a presenter’s PPT slides.

### Staffing

For online events it is advisable to have two moderators per session, one hosting the session and another monitoring the chat for questions and comments. You will also need technical support. This could be a third person in the virtual room or someone who is ‘floating’ between virtual rooms depending on your institution’s available resources. Participants from outside your institution will typically need technical support on the day, so you need to make provision for this and ensure they know who to contact.

For face-to-face PIMs you will ideally need a Chair in each room for introductions (if required), timings and to communicate any tech issues to the dedicated IT support. You can use the BALEAP Exec Committee and Student Ambassadors as Chairs.

You will also need Student Ambassadors to direct delegates around the venue and person the cloakroom.

# Recordings

## Obtaining permissions from speakers

The hosting institution should obtain explicit permission from speakers if considering audio or video recordings of the event, and obtain consent for these to be hosted on the public BALEAP YouTube site. It should be made clear to speakers that this is publicly available. It is strongly advised that this is best done via the declaration of consent on the proposal form.

## Signposting delegates re recorded sessions

Organizers also need to ensure that the audience are aware if a presentation is being recorded (i.e. where a video has not been provided in advance). For online events held via e.g. Zoom or Teams, this should be made clear at the start so that each attendee has the choice of whether they want to share their name and video.

It is usual not to record Q&A sessions so that the audience do not feel constrained with respect to questions they may want to raise and for reasons of confidentiality (Chatham House Rule).

Please note that recordings are first uploaded to the BALEAP YouTube channel, which is publicly available, and linked to the website there:

<https://www.youtube.com/channel/UCntv6h3p8PBEEETtPUnqHnA>

 You will need to designate a team member to collect slides at or immediately after the event and send them to the Web Officer (having obtained the speaker’s permission).

# Publicity

BALEAP branding should be used on all comms and publicity, please contact Information and Publicity Officer for advice on this and the current BALEAP logo. The lead organiser’s name should go on the publicity as a contact.

## BALEAP [events webpage](https://www.baleap.org/events)

Email the following information to the BALEAP Web Officer copying in the Information and Publicity Officer:

* Title of event
* Date and start and end time
* Location for face-to-face events
* Organising institution
* Event website, e.g., institutional webpage or event bespoke built website
* A short summary (two sentences max) explaining the main purpose of the event
* Event blurb to include (i) event purpose/focus/goals (ii) Plenary speaker, title and abstract (iii) Event flyer – it is advisable that this is visually rich as this allows to shape the event visual identity and provides an eye-catching method to advertise via social media (see samples in [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8))
* Event contact details email address, it is advisable that the host creates a shared email inbox
* Event Twitter hashtag, this can be specific to the event or institution or both
* Call for papers (when ready) consider if submissions will be made via email or an online form
* Programme details
* Registration details

###

### Institution’s website

You may want to consider having your own event website, which could be a bespoke website, e.g. <https://baleappimglasgow.wordpress.com/>

Or an event listing on your Department/Unit website, e.g. <https://www.northumbria.ac.uk/about-us/news-events/events/2021/03/baleap-professional-issues-meeting/>

### Flyers

You will need to produce a flyer for the event which can be advertised at PIMs up to a year in advance. It should have the email address of the organiser(s) for further information. You can find examples of flyers from previous events in the [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8).

### BALEAP discussion list

The hosting institution is responsible for emailing the list to publicise the event. This includes announcing a plenary speaker (if there is one), the call for papers (usually immediately after the previous PIM), subsequent reminders and the draft programme. **All communication should include the BALEAP logo.**

Just prior to the event the host institution should email the finalised programme to participants outlining all the presentations and parallel sessions and providing links to the virtual rooms in the case of online and blended events. An effective and efficient way of doing this is via mail merge (you’ll be sent the spreadsheet with contact details – see below).

The host institution needs to clearly communicate to participants what they need to do (e.g download Teams in advance and not log into their personal account etc) and provide a (generic) email address for them to contact if they encounter difficulties.

### Social media

### BALEAP Twitter account

We encourage the use of hashtags for every BALEAP PIM and ask institutions to promote the use of #BALEAPpim followed by any tag you wish to use to identify your institution e.g. #BAPEAPpimELTC or BALEAPpimREADING. If host institutions wish to create Twitter accounts for the promotion of PIMs we ask that you use the same format as above e.g. BALEAPpimELTC or BALEAPpimREADING. Please @baleap twitter account who can retweet any posts made from the PIM twitter account.

Every time there is a change to the event programme, please notify the Web Officer so that they can update the webpage and copy in the Information and Publicity Officer who will advertise the change through BALEAP social media. The organiser is responsible for sending a message to the JISC list. This includes extending the deadline for submissions.

# Publishers and Sponsorship

Email publishers, testing organisers and other contacts inviting them to attend well in advance; see [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8) for template (Pearson, MacMillan, Garnet, OUP and Cambridge English often do attend, but it’s worth trying other publishers too, particularly if you have any connections).

Some organisations may offer sponsorship as well as or instead of exhibiting. Typically sponsors may e.g. cover the cost of teas and coffees, supply reusable bags or lanyards.

Please note that sponsors are likely to be Associate Members and please check with the Events Officer before securing sponsorship as they will need to check with the BALEAP Exec.

# Programme

### Preparing the programme

Follow the procedure below, or something similar, even if modifications are made to accommodate particular speakers as deemed appropriate by the organising committee:

* Decide on criteria for accepting/rejecting proposals and appoint a review committee.
* Blind vet papers and rank A, B, C, allocating each to the appropriate stream according to theme.
* Papers can be rejected if deemed unsuitable, or changes can be suggested by the reviewers.
* There is no official limit on speakers from the host institution.
* Send draft programme to BALEAP Events Officer for comment before finalising.

# The Registration Process

Registration for PIMs is set up and handled through the BALEAP website for ordinary members, non-members, and staff of the hosting institution. PIMs are discounted for members as part of their membership fee. Members need to login via their personal or institutional BALEAP account to create the order and the discount is then automatically applied. Institutions may want to create an order for several attendees at once to save on administration.

Please see the table below for a breakdown of fees:

|  |  |  |
| --- | --- | --- |
| **Format** | **Status** | **Fee** |
| **Face-to-face** | Members and staff at hosting institution | £75 |
| Non-members | £100 |
| Exhibitors | £150 |
| **Online** | Members and staff at hosting institution | £25 |
| Members and staff at hosting institution | £30 |
| **Hybrid** | Members and staff at hosting institution | £15 |
| Non-members | £20 |

PIM organisers need to liaise with the Web Officer about registration and provide the following information (copying in the Events Officer):

* Event capacity (i.e. maximum number of participants)
* Closing date and time for ticket sales:
* **For online participants** 48 hours in advance of event.
* **For face-to-face participants** determined by catering deadlines but usually a week in advance of the event.

Once registration is set up, payment is made to BALEAP directly through the website by card, or through an invoice to the BALEAP Administrator.

The Administrator (admin@baleap.com) handles all aspects of fees and sends registration reports to the host at regular intervals from about 6 weeks before the event. The spreadsheet of registrations will include the names of delegates, their institutions and e-email addresses, (plus accessibility requirements /dietary preferences for face-to-face PIMs). After the event all copies of these lists will have to be deleted or anonymised in order to comply with GDPR.

If a registered participant contacts the organisers to cancel, they may do so up to two weeks before the PIM and be refunded. Within two weeks of the PIM they will not be refunded, but can transfer their place to a colleague at their institution.

## Registration General

* **Organising team** TWO members of the organising team do not need to pay the delegate fee, as well as the lead organiser. Other team members and staff at the host institution will need to register through the website.
* **Speakers** BALEAP does not cover speaker fees. Organisers will have to remind speakers that they need to register through the website, and check they have done this when they get updates of registered participants from admin@baleap.org
* **Plenary speakers**: BALEAP will cover the costs of travel and budget accommodation for **one** plenary speaker within the UK, but not from overseas. It is unusual to have more than one plenary speaker at a PIM.
* **First time speaker** In keeping with the aims of PIMs to support and promote emerging talent in the community BALEAP will cover the cost of travel, budget accommodation and the registration fee of a first-time speaker based in the UK or the registration fee for online delivery of a speaker based overseas. This can be advertised by BALEAP following the call for papers.

# Templates

You can access a bank of templates in the [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8). These include:

* draft/preliminary budget
* proposal form for papers
* email to publisher
* programmes
* flyers
* posters
* paper submission form
* feedback
* certificate of attendance

# Planner

The planner below is intended to be a guideline to assist you with organising your PIM. It covers face-to-face/blended and online considerations.

Most delegates book once they have seen the programme, so allow as much time as possible between the publication of the programme (this can be draft or list form) and the date of the event.

|  |
| --- |
| **At a glance PIM Planner** |
| **Timing** | **Activity** | **Description** | **Contact (where applicable)** |
| 12-9 months | Establish PIM team  | * Can include Head of Department; admin/finance member of staff; IT; and at least 2 or 3 close colleagues) and determine other resources you may need on the day.
* Make contact with University events/conference team and IT/tech support
 |  |
|  | Allocate roles to team | * Allocate roles to team e.g. responsibility for budget, tech, communications, webpage and social media, rooms including accessibility, securing staffing on the day e.g. student ambassadors, catering, contacting publisher and sponsorship, information about accommodation and travel, preparing badges etc.
* Establish an abstract review committee
 |  |
|  | Schedule meeting dates | * Communicate regularly as an organising team. You will also meet with the Events Officer.
 | Events Officer |
|  | Decide on online platforms  | * Determine which platform you are going to use based on what your institution supports and holds a license for at the time.
 | E.g. Your institution’s University Information Services Division |
|  | Book rooms  | * Book rooms e.g. lecture theatres inc. capacity for live streaming of plenary, and break out rooms etc. See guidance on rooms.
* Some rooms may be booked out a year in advance, so the earlier you book the better.
 | E.g. Your institution’s University central bookings  |
|  | Budget | * Revisit and update draft budget (see template) and send to BALEAP Events Officer and Treasurer (and local admin, as necessary)
* Agree final budget.
 | BALEAP Events OfficerBALEAP TreasurerYour local Admin team as necessary |
|  | Programme  | * Contact plenary speaker (if having one)
* Once the plenary speaker is confirmed inform Events and Admin Officer
 | Events OfficerAdmin Officer |
|  | Sponsorship  | * Contact publishers and potential sponsors
 |  |
|  | Publicity  | * Produce flyer for event (can be advertised up to a year in advance; can give e-mail address of organiser(s) for further information) See samples in [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8).
 | Events OfficerWeb Officer |
| 9-6 months |  | * Provide information about the PIM that can go on BALEAP website. See [Events](https://www.baleap.org/events)  page for examples.
 | Web Officer |
|  | Travel and accommodation | * Gather information about local accommodation, travel to event
 |  |
|  | Agree final budget | * This may still need adjusting e.g. depending on any sponsorship secured.
 | Events OfficerTreasurer |
| 6-3 months | **Call for papers** Email BALEAP Discussion List | * This typically goes out on the Monday following the previous PIM.
* The deadline for submission of proposals should be at least 7-9 weeks before the event date. Send reminders to the list about the deadline and let the Events, Web, and Information and Publicity Officers know so that this can be published on the website and advertised through social media.
 | Web OfficerInfo and Publicity OfficerEvents Officer |
|  | Recordings  | * Obtain explicit consent from speakers either at the proposal stage or as soon they are confirmed for audio and/or video recordings of presentations and explain that these will be uploaded to the BALEAP YouTube channel which is publicly available.
 |  |
|  | Scheduling/publicity | * Decide on dates and arrangements for completing and circulating programme to BALEAP list. See samples in the [BALEAP PIM folder](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8).
* Circulate programme to discussion list and the Events, Web, and Information and Publicity Officers so that this can be published on the website and advertised through social media.
 | Events OfficerWeb OfficerInfo and Publicity Officer |
| 3 months – 1 week | PublicitySocial Media (e.g. Twitter). | * Send reminders to the discussion list.
* Liaise with Info and Publicity Officer if you need advice on hashtags or handles.
 | Info and Publicity Officer |
|  | Arrange for session Chairs  | * It is advisable to have two per session for online events (see below), so that someone is free to manage the chat and questions and contact your floating IT support as necessary.
* You can ask the BALEAP exec to assist with chairing sessions.
 |  |
|  | Resources | * Finalise what resources you’ll need on the day in terms of tech and other support.
* Do you need to recruit Student Ambassadors to help on the day?
 |  |
| 1 week | Publicity/comms | * Email the final programme to participants and provide links to virtual rooms.
* Inform the Web and Info and Publicity Officers so that the programme can be published on the website and released on social media.
* Explain how to access virtual rooms and provide contact email addresses for tech support.
* Provide information about other arrangements on the day for face-to-face events such as directions, parking, access to rooms, social events etc. to the discussion list.
* Create an online feedback form using this template [feedback form](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8).
 | Web OfficerInfo and Publicity OfficerEvents Officer |
|  | Prepare speakers | * Remind all speakers to register if they haven’t already.
* Arrange a session for all speakers presenting virtually to practice using the tech.
* Remind speaker to send you their PPT /videos in advance of the PIM.
 |  |
|  | Lanyards and badges | * Prepare badges using final list of delegates from BALEAP Admin.
* Prepare badges with BALEAP logo for BALEAP Exec. who are attending.
 |  |
| PIM day | Tech | * Guest log-ins (if required) for speakers/workshops.
* WiFi: many participants will be able to use Eduroam – please flag this up as a possibility and provide alternative login details if required.
 |  |
|  | Signposting | * Signage to direct delegates to buildings and rooms.
 |  |
|  | Chairing sessions | * Remind speaker and inform participants presentation is being recorded (not Q&A sessions).
* For online sessions, two people per session (one to manage chat).
* For online and blended, floating tech support needs to be in place.
* Welcome speech(es) + housekeeping /netiquette.
* Closing speech(es).
* Chairing timing system e.g. (5 mins; 1 min; STOP).
 |  |
|  | End of day procedure | * Arrange for someone to thank speakers.
* Tell delegates that the slides will be available on the website.
* Announce the date of the next PIM / display flyer and other events of interest.
 |  |
|  | Feedback form | * Circulate [feedback form](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8)
 |  |
| After the event | Recordings | * Designate a team member to collect slides at or immediately after the event and send to Web Officer (with speaker permission).
* These will first be uploaded to the BALEAP YouTube channel and linked to the website from there.
 | Web Officer |
|  | [Feedback form](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8) | * Collate information from feedback and let Events Officer know of any feedback which could inform future events and be added to this Handbook.
 | Events Officer |
|  | [Certificate of Attendance](https://drive.google.com/drive/u/0/folders/17xL2nbJNOSXjKDqsqYDzHwdLKD0s1GB8) | * Email a certificate of attendance to all participants (see template).
 |  |
|  | Invoice | * Invoice the Admin officer and Treasurer and copy in the Events Officer agreed expenses.
 | Admin, Treasurer, Events Officer |

# Action points post PIM

* PPT slides need to be collected from the speakers to be uploaded on the website – decide who will take responsibility for doing this and sending to the Web Officer. When sending the files, label them clearly and also send a list of names and presentation titles as you want them to appear on the website.
* Any recordings of plenaries or presentations should be shared with the Web Officer via big file transfer facilities like Microsoft OneDrive, Google Drive or WeTransfer <https://wetransfer.com/> Please ensure all the files are clearly labelled and the video details (speaker, title, a short blurb) are provided.
* Invoice for expenditure should be sent to Treasurer and admin@baleap.org and copied to Events Officer.
* Collate feedback and email it to the Events Officer in a summary form within two weeks of the event so that the feedback can be used to inform future events and be added to this Handbook.

#

# Frequently Asked Questions (FAQs)

**Who can host a PIM?**

Any member institution can apply to host a PIM subject to the resources available to them. There needs to be one lead organiser and one other named contact for BALEAP who is committed to organising the event, plus more colleagues as required to form a team.

**Can the hosting institution make a profit from a PIM?**

It is important to note that organising a PIM does not provide an income generating opportunity for the host institution. It is intended to raise income for BALEAP that can be used to support events, research and other projects. Benefits for the host institution include raising the profile of the department/centre and showcasing its EAP provision.

**Do participants from the hosting institution have to pay to attend the PIM?**

The lead organiser and TWO members of the organising team do not need to pay the delegate fee. Other team members and staff at the host institution will need to register through the website and pay in the usual way.

**Do plenary speakers have to pay?**

BALEAP will cover the costs of travel and budget accommodation for the plenary speaker provided they are based within the UK. BALEAP does not cover speaker fees and plenary speakers have to register through the website and pay in the usual way. This is in keeping with the aim of disseminating research ideas and good practice in the EAP community. The organisers should communicate this to the plenary speaker.

**How does registration work?**

For paid PIMS registration is set up and handled through the BALEAP website for ordinary members, non-members, and staff of the hosting institution.

**Who communicates with delegates?**

The hosting institution communicates directly with delegates. They will receive a spreadsheet with the names of all conference participants from the BALEAP Administrator for this purpose.

**Are all events recorded?**

It is usual to record the plenary and for online events presenters may have submitted recordings in advance. The hosting institution will need to obtain explicit permission from speakers before recording a session.

**When does registration open and close?**

Registration is handled by BALEAP and opening and closing dates are agreed between the PIM organisers and the Web Officer. Typically, registration opens about three months ahead of the event and closes 48 hours in advance of the date for online delegates and about a week in advance for face-to-face delegates. The latter date is dependent on deadlines agreed with the hosting institution’s caterers.

Last reviewed December 2022.