**SKP@GTC 2021-22**

**APPLICATION FOR FUNDING A WORKSHOP OR OTHER ACTIVITY**

**AS PART OF THE SHEILA KITZINGER PROGRAMME AT GTC**

**for academic year 2021-22**

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| Lead applicant(s) or organization: |  |
| E-mail address: |  |
| Telephone number: |  |
| Date of application: |  |
| **Project/Activity title:** |  |
| Abstract:  (Please outline the proposed activity in no more than 300 words.) |  |
| Please indicate how you will organise your event to ensure a successful outcome in a virtual, hybrid or in-person setting. Need to pay attention to length of workshops/session to avoid Zoom fatigue. Would a series of short sessions over a number of days be more effective than an all-day event? |  |
| *Please give more detail including type of event, proposed date(s), expected audience and attendance, expected learning outcomes and impact as bullet points?* | • Type of event  • Proposed date(s)/schedule or term of activity  • Expected audience and attendance  • Expected learning outcomes  • Impact |
| Fit with SKP@GTC objectives:  *Please explain how the proposed project fits in with the SKP@GTC programme as described on the GTC website at*  [*https://www.gtc.ox.ac.uk/academic/health-care/sheila-kitzinger-programme/*](https://www.gtc.ox.ac.uk/academic/health-care/sheila-kitzinger-programme/)  *In particular, please explain how the proposal aims to build on Sheila's work and broad interests and the concerns that she championed.* |  |
| Objectives and intended outcomes:  *(Give details of any expected presentation or publication of the project.)* |  |
| Have any speakers been approached/booked? Please advise if they are overseas speakers or UK based. |  |
| In your opinion are you expecting any VIP guests or speakers? |  |
| Explain how the proposal will engage with the Green Templeton College community and any opportunities for GTC student involvement |  |
| Date(s) of activity:  *(Give dates if known, or intended Term of activity)* |  |
| Total cost of the activity: |  |
| If an event will this be virtual, in-person or hybrid? |  |
| Amount requested from SKP@GTC:  *(most proposals should aim to fall below £3,000)* |  |
| Please explain what level of support you will need from Green Templeton to host your virtual, in-person or hybrid event via bullets. e.g.funding, meeting room, admin support, Zoom hosting and support. | • Funding support?  • Meeting rooms?  • Zoom hosting and support?  • Administrative support? |
| Any other funding applied for or received:  *(Give the funding source and the total amount(s) applied for or received.)* |  |
| Breakdown of costs:  *(Give details of what the funds will be spend on – eg. travel, accommodation, catering, external room hire, dissemination.)* |  |

**Please email completed application forms to** [**yoland.johnson@gtc.ox.ac.uk**](mailto:yoland.johnson@gtc.ox.ac.uk)

**Please see following pages for a guide to successful events and meetings for SKP.**

# Notes on Successful Events and Meetings for SKP

## Aim

Here are some notes to help you to make a successful application and to run a successful event.

## Leadership and Goal Setting

* Clear academic leadership is the most important element of all. There is no substitute for a well-motivated, well-prepared individual who will lead the preparation, communications, the event itself, and the follow-up.
* The leadership should be able to explain clearly what the purpose of the event is. The goals of the event should be clearly stated with a clear plan as to how these will be achieved.
* When there is a well-reasoned set of goals and clear leadership, most of the other issues are resolved before the event rather than becoming problems on the day.
* Setting goals should come first as it defines who should be invited and what type of event should be held.

## Preparation and Goals

* The quality of the day and eventual output is dependent on the planning of the event.
* Must decide on format, and be aware of issues associated with each:
  + *Presentations*: How can each presentation offer something exciting and new?
  + *Discussions*: loudest voices tend to dominate. How can others be brought in? Set timings for all involved. A good chairperson often helps bring in those who would not otherwise speak.
  + *Group work*: Works well if given a set goal and there is a formal process to accept/challenge findings.
* We recommend formal processes/timings matched to intended deliverables/goals.

## Practical Questions and GTC Involvement

* There are always a host of practical questions regarding the location, space, parking etc. A site visit is strongly recommended and can be arranged through the Academic Projects Office, but this is not always possible. Photos of GTC and the rooms are available to explain the location options.
* Due to Covid 19 or to other circumstances where it is not possible to meet in person, we are able to host events virtually via Zoom. The Academic Projects Office can talk you through this.
* Practical questions can be answered by the team at GTC. There is an important point to remember regarding the role of the college: Grantees should be aware of the connection to GTC and that an event can usually only be held at or hosted by college. It is important to think about college members and others in Oxford who they may not know, but might be interested in the event. The Academic Projects Office can help with this.

## Communication and Ethics

* All attendees should be made aware of the names and positions of the other invitees before the event.
* The event leadership should set the standard and: they should indicate the ‘rules’ of the event including social media. Examples:
  + Private: you can acknowledge attendance, but cannot speak about the discussions, findings or identify any of the other attendees
  + Chatham House Rule: participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed
  + Open: everything discussed can be quoted and used in any media
* All necessary ethics forms should be completed at the start of the event.
* The leader of the event should also be clear about the tone of the event and how concerns or disputes should be dealt with. An individual should be identified for management of any ethical or private issues or concerns.
* Photographs: data protection rules insist photographs should not be taken unless written permission is given. The Academic Projects Office will help arrange this by providing advice and the latest forms.
* Publication – attendees’ permission is required in writing before any reports or materials resulting from the event in which they are mentioned are published either in print or digitally. Email will suffice. The organisers would normally arrange this sign-off but College would require formal confirmation that it has been undertaken.
* No judgements: where personal opinions or stories are given it is important that leadership explain the need for sensitivity and state that there should be no judgement
* Timings – keeping to time ensures there is space for people to discuss and offer other views. Frustration can somethings be borne of bad time management.

## On the day

* For a well-planned event, most common problems are avoided, but leadership on the day is still important with proper introductions, direction and aims set for each session.
* Events can be recorded but please speak to the team on how this can be achieved. The best outcomes seem to be from short interviews with good editing. Vox pop interviews also work quite well but again, planning, and aims are important. Don’t just say ‘let’s film this’.
* Filming and Audio recording – attendees’ permission is required in writing before any films or audio are recorded in which they are appear and then uploaded to any websites or distributed. Email will suffice. Again, the organisers would normally arrange this sign-off but College would require formal confirmation that it has been undertaken. The Academic Projects Office will help arrange this by providing advice and the latest forms.
* How notes and findings are to be recorded should be decided before the event. Note taking should be done by the person who will use the notes, and the note taking process should support the aims of each session and the goals of the event.
* Timings are key: drifting from the allotted timings can result in poor outcomes as aims are missed.

If you need any clarification or assistance, please do get in touch with the Academic Projects Office Yoland Johnson, [yoland.johnson@gtc.ox.ac.uk](mailto:yoland.johnson@gtc.ox.ac.uk)