

## Volunteer Gala Weekend – timetable

Saturday 8th – Sunday 9th October 2022

University of Warwick Conference Centre, nr Coventry, Warwickshire, CV4 7SH



Time	Activity	Time	Activity
<b>SATURDAY 8<sup>th</sup></b>		<b>SUNDAY 9<sup>th</sup></b>	
12noon	Arrival & Lunch	9am-9.50am	Breakfast drop in session(s)
1pm	Gala Weekend opens	9.30am	Specialist Committee Review - arrival
1.15pm-5.30pm	Workshops (see below)	10am – 3pm	Specialist Committee Review
7pm	Arrival for Gala Meal		
11.30pm	Gala meal concludes, hotel bar open for those who wish to continue...		

## Workshop programme

Where two options are available, volunteers are free to choose to attend either workshop.

1.15pm	<b>Equality, Diversity and Inclusion</b> <ul style="list-style-type: none"> <li>• problems and practical solutions</li> <li>• what are the systemic issues</li> <li>• Specific actions across the BMC in the next 6 months, 1 year and 5 years...</li> </ul>	Mary-Ann Ochota + panel		
2.15pm	BREAK (15min)			
2.30pm	<b>Access Negotiating Skills</b> 	Dave Turnbull	OR	Running effective meetings: <b>Chairing meetings</b> Whether you're a chair of a specialist comm, area comm, club or workgroup this session will look at getting the best out of your meetings.
3.15pm	BREAK (15min)			
3.30pm	<b>Risk Management, Safeguarding &amp; Liability Insurance:</b> considerations for BMC events & activities	TBC	OR	<b>Social Media Overview:</b> making it work for your work area or event. Looking at the basics of social media and how it can be used
4.15pm	BREAK (5min)			
4.20pm	Running effective meetings: <b>Using Zoom and Hybrid meetings</b> Understanding how Zoom works and how to get the most out of it for your meeting whether hybrid or completely virtual. Plus, lots of hints and tips on running hybrid meetings.	Chris Stone	OR	Social Media - <b>Using BMC Social Media channels effectively</b> Understanding and using the various BMC social media channels to get your messages out.
4.50pm	BREAK (5min)			
4.55pm	<b>Effective use of online systems: Teamwork</b> Understanding the Teamwork platform used by many volunteers with	Chris Stone	OR	<b>Dealing with the Media</b> 
5.30pm	Workshops conclude, time to check-in to hotel and get ready for the Gala Meal			