



## GUIDANCE NOTES FOR ACTIVITY ORGANISERS

Development Weeks are 2 weeks in the academic year, providing all students with the opportunity to take part in extra-curricular activity, to develop personal and professional skills and gain Degree Plus Accreditation.

Development Weeks: Monday 23 May to Thursday 2<sup>nd</sup> June 2022

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### ACTIVITY PROPOSAL FORM

**(Deadline 6<sup>th</sup> May 2022)**

For an activity/event to be part of **May 2022** Development Weeks it must be registered by successfully completing an online activity proposal form. This must detail all the relevant and appropriate criteria listed for a Development Weeks activity, including appropriate contact information of the ACTIVITY ORGANISER, event title, description, date, time and location. This year we also welcome events that are online instead of in-person. It is also essential to include links to your local promotion of the event and registration for the event.

The form must be completed and submitted by **Friday 6<sup>th</sup> May 2022**.

We will advertise all events (online or in-person) on the Development Weeks website.

### ACTIVITIES TAKING PLACE OUTSIDE OF DEVELOPMENT WEEKS

We are aware that many great events and activities take place throughout the academic year and we would welcome recordings of these events to promote on our website for the benefit of other students who could not attend the events. There is no need to fill in a form for these just send the video to [Developmentweeks@qub.ac.uk](mailto:Developmentweeks@qub.ac.uk).

### EVENT MANAGEMENT

The operational, logistical, promotion and managerial duties of a Development Weeks Activity are the **responsibility of the ACTIVITY ORGANISER** listed on the activity proposal form. If the event is in-person then we will also expect a Safety/Covid Safety Assessment to be completed.

These duties include and are not limited to:

#### **ROOM BOOKINGS**

When completing the Development Weeks Activity proposal form you will be asked to identify the location of where your event will be taking place. Booking a room is the responsibility of the **ACTIVITY ORGANISER**. This can be done through the normal room booking procedure within your specific school/faculty or through contacting ROOM BOOKINGS via

**Queens Online > Services > Administration > Timetable and Room Booking**

Please take into consideration the space and accessibility issues regarding your attendees for your event. Please also complete a Safety/Covid Risk Assessment.

Also consider the usability of the room including equipment, access to plug sockets, screens, resources and materials, chairs and tables etc.

### **HOSPITALITY**

If you require catering for your event, you must go through the appropriate hospitality service channels. If you plan on providing food for your event, please contact and inform your **SCHOOL/ FACULTY** or **ROOM BOOKINGS** before purchasing or ordering food as certain locations on campus have restrictions of what can or cannot be brought in. The purchasing of catering and its **DISPOSAL** once finished is the **RESPONSIBILITY OF THE ACTIVITY ORGANISER**.

### **HEALTH AND SAFETY**

Health & safety for the activity is the responsibility of the **ACTIVITY ORGANISER** and a risk assessment/Covid Risk Assessment should be carried out. For further guidance consult your **SCHOOL/ FACULTY** and/or the University Safety Services website.

### **DISABILITY**

It is the sole responsibility of the **ACTIVITY ORGANISER** that Development Weeks Activities are applicable and accessible to the student body and are able to facilitate students with disabilities as part of the Queens Community. Please consider this when running workshops, booking rooms and planning activities.

If your event requires students to go off campus it is the responsibility of the **ACTIVITY ORGANISER** to take into consideration student accessibility and travel requirements.

### **SET UP**

The **SET UP, RUNNING** and **CLEAR UP** of all Development Weeks activities is the responsibility of the **EVENT ORGANISER**.

If you require additional tables, chairs or other equipment please contact the **PORTERS**.

### **STUDENT BOOKINGS**

It is the responsibility of the **ACTIVITY ORGANISER** to manage student booking and registration. We would recommend using Eventbrite. It is essential to capture the following information;

- Full name of student
- QUB Email address

The online platform should enable you to create an attendance list for the event. The hyperlink to your online registration must be provided on your application so you must set this up before sending us your application and we will advertise it.

Any communication with attendees before or after the event will be the responsibility of the **ACTIVITY ORGANISER**.

### **ATTENDANCE MONITORING**

It is the responsibility of the **ACTIVITY ORGANISER** to arrange student attendance recording. A list of student names and numbers attended should be sent to the Development Weeks Team at [developmentweeks@qub.ac.uk](mailto:developmentweeks@qub.ac.uk) by 10<sup>th</sup> June 2022.

### **EVALUATION**

#### **STUDENT EVALUATIONS**

You are encouraged to do your own evaluations in whatever format you prefer.

### **DEGREE PLUS**

Students can use participation in Development Weeks as part of their degree plus application for combined activities. A template is provided on the Development Weeks Website for students to complete. Students require 10 hours of active participation in Development Weeks activities. If your event has some sort of activity (even if an online event) this would help support the students' application. We no longer provide Degree Plus codes and they are not necessary for a student's Degree Plus application.

If you have any queries around Development Weeks activities please contact us on [developmentweeks@qub.ac.uk](mailto:developmentweeks@qub.ac.uk)