One World Week 2014: How-to guide

Introduction
Thanks for getting involved with One World 2013, KCLSU’s largest celebration of culture, faith and diversity!

An exciting and diverse mix of events has already been proposed, so we’re really excited for One World Week 2014.

This guide will help you with planning and organising your events for One World.

Contents
Timeline ........................................................................................................................................................................................................................ 1
Funding ......................................................................................................................................................................................................................... 2
External Speakers .................................................................................................................................................................................................... 2
Venues .......................................................................................................................................................................................................................... 2
Risk Assessment ...................................................................................................................................................................................................... 3
Catering & Equipment............................................................................................................................................................................................ 3
Promotion .................................................................................................................................................................................................................... 3
The day of the event ............................................................................................................................................................................................... 3
Funding project report ........................................................................................................................................................................................... 4
Events held outside of One World Week ....................................................................................................................................................... 4

Timeline
These dates should help you with planning your event.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 November 2013</td>
<td>Deadline for returning completed One World funding agreements</td>
</tr>
<tr>
<td>9 December 2013</td>
<td>The first instalment of your One World funding will be released from this date</td>
</tr>
<tr>
<td>14 December 2013</td>
<td>You should be confirming your external speakers, performers, coaches etc.</td>
</tr>
<tr>
<td>11 January 2014</td>
<td>You should have confirmed your venue</td>
</tr>
<tr>
<td>18 January 2014</td>
<td>You should now be organising any catering or equipment</td>
</tr>
</tbody>
</table>
Funding

Funding Agreements

You've been sent a Funding Agreement, which you should complete and send to societygroups@kclsu.org by Friday 29 November. Funding won't be released into your group's account until we receive this agreement. Include a venue for your event and make sure the date falls within One World Week (Monday February 24 – Friday February 28).

Instalments

One World funding will be released into your group's account in two instalments. The first instalment (half of your allocated funding) will be released this term. The second instalment of the remaining funding will be released from Monday March 3 after One World Week, and after you've sent us your project report. This means we will allow your account to run negatively and you can keep withdrawing money from your account for your event, as long as it doesn't exceed your allocated sum. Remember you can check the status of your account on our website.

External Speakers

If you plan to hold your event in a KCL or KCLSU venue, you will be asked to confirm any external speakers. Please read our external speakers policy. Activities staff can then review your application.

Venues

Booking a venue a significantly advance will keep you on top of the event planning process. You should organise a venue preferably before the winter break.

KCLSU Rooms

KCLSU offers a range of venues of varying capacities that can be hired out. Committee members of ratified KCLSU activity groups can book KCLSU rooms by logging into our online room booking system. If you don't have your login details, contact guyscentre@kclsu.org so we can provide you with these.

After logging in, choose your room, date and a time slot. You'll be asked to provide the name of your event and a short description, approximate numbers of attendees, and any external speakers you've booked. Please also let us know about any speakers you're planning on hosting.

Confirmation of your booking should be confirmed by KCLSU within 7 days. Please read our room booking policy before booking your room.
KCL Rooms

If you'd like to hire a lecture theatre or classroom, you can book a College room here. You must disclose any external speakers and adhere to the terms and conditions. This system is completely separate from KCLSU. Providing you are a ratified KCLSU society you shouldn't encounter any problems.

Risk Assessment

If your proposed event falls outside your group's core activities, you'll need to complete a risk assessment.

You can find this on the Resources and Guidance page.

Catering & Equipment

Catering

If you're holding a large meeting, such as a conference or lecture you might want to provide food and drink. If you're holding your event in a KCL room, you need to order food for your event through the College as College policy doesn't permit you to self-catering. You can self cater in KCLSU venues, but remember to bring bin bags to clear up afterwards.

Equipment

If you require audio/visual equipment for your event, you'll need to book this in advance. For rooms in Boland House, you can hire a projector by contacting guyscentre@kclsu.org. Audio equipment can be arranged by contacting Simon Bell (simon.bell@kclsu.org).

Promotion

With all this hard work going into planning and organising your event, it would be a shame if no one knew about it! There are so many ways to publicise your events, and your One World funding should cover this.

- **Mailing list:** Invite your following to your event online
- **Social media:** Create an ‘event’ on Facebook and get inviting. By creating a ‘public event’, people can invite their friends as well. Tweet about your event on Twitter.
- **Posters:** Design and print off flyers and posters. You can put these up in KCLSU buildings.
- **Freebie handout:** Attach a small flyers to sweets and hand them out on campus

Make sure to advertise your events across all campuses! The One World logo must be displayed on any promotional material.

Events can be publicised on the KCLSU website by completing an Events Promotion Form, found online under Resources and Guidance. Activities can also be advertised on SubTV, the TV screens in Guy's Bar and the Waterfront Bar (Strand). All you need to do is create an image that will be digitally displayed. Email marketing@kclsu.org if you're interested.

The day of the event

Be sure to arrive in good time to set up, arrange furniture and collect any hired equipment. For KCLSU rooms, keys can be collected from the receptions at each campus. Please provide a list of attendees including external speakers to the
reception/security desk and make sure attendees sign in. Make sure you leave the room in a clean, tidy state, as outlined in the College and KCLSU room booking policy.

**Funding project report**

At the end of One World Week, you’ll be required to complete a short final project report as outlined in the One World Funding Agreement. This should outline the outcome of your One World event, and whether it adhered to your aims and objectives. These reports should be sent to societygroups@kclsu.org by Friday 28 March 2013.

**Events held outside of One World Week**

If you’ve got an idea for an event that celebrates faith, culture and diversity outside of One World Week, please contact societygroups@kclsu.org to see how KCLSU can help your group, as you may be able to hold events in association with One World.