

Planning Your First Academic Event

Target audience: Early career researchers, early career research professionals and PhD students

Organising a conference is often seen as a rite of passage for budding academics, or just part of the job for research professionals. However, most people are never offered any support or training to do it well. That can result in lacklustre events, perpetuating bad practice, lost confidence and cries of 'never again'!

This training helps early career researchers and research professionals understand all the moving parts involved in running research-related events and put them together in the right order to produce an event they can be proud of.

Participants will learn about

- Defining the purpose and structure of your event
- Event operations, budgets and logistics
- Planning the event content and approaching contributors
- Managing speakers and other contributors
- Marketing, communications, registration and audience management
- Essential tasks before, on and after the big day

The workshop will be highly interactive using discussion, practical activities, and event planning scenarios. Participants will also receive a set of templates and checklists which can be used and reused for planning their own events.

Format: The full course can be delivered as a day workshop (6h) in person. The full course can also be delivered as an online cohort programme over a period of up to 3 months. A shortened, less practical version of the course can be delivered as a half day workshop (3h) or webinar (1h). The short courses can be delivered online. The full day workshop is in-person only.

Your trainer: Sarah McLusky has been organising events in and around research for over 25 years. These range from complex online conferences to public lectures, and from huge schools' outreach events to small group co-design workshops. [Find out more about Sarah.](#)

Cost for up to 20 participants: Full day workshop (6h) £2200, Half day workshop (3h) £1600, Webinar (1h) £600 Additional travel/accommodation expenses may apply depending on the location/timing of the training.

Need ongoing support to put what you have learned into action? Consider the mentoring support package including 4 x 1h Zoom calls and ongoing email support over a period of up to 6 months - £600

How to book:

Organisations – contact Sarah via sarah@sarahmclusky.com to book your training.

Individuals – email Sarah via sarah@sarahmclusky.com to join the waitlist for the next open course.