

BioSoc Events

One of the most exciting things about being part of a BioSoc is being able to organise your own events. This is a great way to learn about an exciting area of biology outside of your studies or to socialise with your peers.

It is a good idea to organise a mixture of social and biology-related events/activities.

Event ideas

- Public lecture
- Debate
- Demonstration
- Workshop
- Day trips – museum, industry site, zoo, aquarium, laboratory, seaside, woodland, hiking, theme park
- Society ball/dance
- Study/peer support groups
- Mentoring
- Outreach day for schools
- Quiz night
- Competition night
- Sports day
- Pub crawl
- Sports team
- Christmas/Easter/Halloween/summer party
- Comedy/open mic night

Social events are important so that members can mingle and have fun. Talk to your members to find out what social events are of interest and try to organise a variety so there is something for everyone. Also be sure to find a date and time that will guarantee the most attendees. A mixture of frequent informal and less frequent formal events will probably work best. Plan event costs carefully so that you don't lose money.

Promoting events

You need to ensure events are promoted to the appropriate audience.

Whether your event is only open to your members, open to your university/department or open to the public there are many ways it can be promoted, including:

- Email
- Posters
- Flyers
- At committee meetings

- On physical & online notice boards
- In lectures
- Student/local newspaper
- Students' Union ☐ Cafes/pubs/venues in the area
- On your BioSoc/University website/Facebook/twitter/other social media
- Contacting local schools/museums
- TV screens in your department

BioSocs [registered with the Society of Biology](#) are able to promote public events on the Society of Biology website.

Lecture Event

Organising a public lecture from a visiting speaker is an excellent way to enthuse fellow students and members of the public.

Things to consider when organising a lecture:

- Location – what is the capacity and is there any cost - you may be able to get a free room or a room at a discounted rate on campus
- Time – the time needs to be appropriate for the speaker and when you can reasonably expect your audience to attend. You should also clarify the length of the talk
- Booking, payment & registration – how will attendees book onto an event, how will you take payment if you charge any attendees for the event, and how will attendees register on the day
- Technical support – e.g. projector, laptop, microphone
- Refreshments – you may want to provide refreshments for attendees and the speaker
- Expenses – work out how much your BioSoc will be able to reimburse a speaker
- Feedback – you may want to think of a way attendees can give feedback about the event so you can assess how successful it was and make improvements next time e.g by using a simple form
- Write up – a review of the lecture or an interview with the speaker on your website, student newspaper or student radio station may be a nice addition to the event. This may also increase the awareness of your society and help recruit members and increase interest in future events

Send out a reminder a week or two in advance and the day before an event and include the time, location and a map. On the day ensure the room is set up, the equipment is working, and someone is able to meet the speaker. A BioSoc representative or lecturer should introduce the speaker and also thank them at the end to close the event. You may also want to take the speaker out for a meal, give them a thank you gift, as well as sending them a letter of thanks.