

ORGANISING PUBLIC TALKS AND DISCUSSIONS

Made Simple!

Seminar Room 1, Sackler Centre

Tuesday 30th October 2012, 13.00-18.30



Programme

- 13.00 Welcome and Introduction
Jo Banham, Head of Adults, Students & Creative Industries, V&A
- 13.10 Getting Started: inspiration and initial ideas
Jo Banham, V&A
- 13.25 Managing Speakers, and the best formats for events
Mary Le Comte, Programme Manager, Adults, Students and Creative Industries, V&A
- 13.40 Generating income; managing costs
Jo Banham, V&A
- 13.55 Marketing and Attracting Audiences
Sarah MacMillan, Marketing Manager, V&A
- 14.10 Avoiding Disasters! Managing the practical arrangements
Heather Sturdy, Assistant Programmer, Adults, Students and Creative Industries, V&A
- 14.25 Questions
- 14.40 Tea & Coffee
- 15.00 Group Task – Devising a Programme
- 16.10 Feedback and Discussion
- 17.10 Networking and Drinks
- 18.30 Close