

EAST AYRSHIRE COUNCIL LEARNING
OUTDOORS SUPPORT TEAM

WORKING IN WELLIES

A Toolkit

A project by East Ayrshire
Council Learning Outdoors
Support Team in collaboration
with RHET, Dumfries House
and Education Scotland





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INTRODUCTION

What is 'Working in Wellies'?

Working in Wellies is an initiative to support teachers to encourage young people to consider STEM and rural subjects and careers. It is based on the Women in Wellies event, hosted by East Ayrshire Council Learning Outdoors Support Team in collaboration with Dumfries House and RHET (Royal Highland Educational Trust). The event took place at Dumfries House, Cumnock on Tuesday 19th February 2019. Approximately 150 female pupils from S3 at Doon, Cumnock and Auchinleck Academy were invited to attend, along with supporting staff working in STEM subjects and careers advisers from the schools. The event was also attended by pupils from Loudoun Academy young reporters club who followed and filmed the events of the day and interviewed speakers. This culminated in a final written report and video documenting the event.

SUMMARY

In 2017, the Scottish Government released the STEM (Science, Technology, Engineering and Mathematics) Education and Training Strategy for Scotland. This document detailed an aspiration for Scotland to be at the forefront of the scientific and technological advancements of the future. However, it also highlighted a need to address gender balance across STEM subjects in Scotland. It explained that there were significant differences in the participation of women across STEM education, training and work sectors and emphasised that this imbalance and segregation meant a loss of economic potential for Scotland. The Women in Wellies event, therefore aimed to inspire and encourage S3 girls to pursue careers in STEM and rural sectors. It was funded and supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy.

SCIENCE
TECHNOLOGY
ENGINEERING
MATHEMATICS

Education and Training
Strategy for Scotland



METHODOLOGY

What did we do?

The event began with inspiring key note speeches from female STEM professionals, Dr Liz Barron-Majerik, Director of LANTRA Scotland and Helen Lightbody, Head of Fleet Technical Services for Babcock International. Following the key note speeches, the larger group of girls split into smaller groups. Half of the groups attended workshops at locations around Dumfries Estate, while half of the groups remained in the pavilion to participate in 'speed speaking' sessions with a diverse range of women working in a variety of sectors: education, engineering, environmental, tourism and rural and farming. The workshops, led by Dumfries Estate and East Ayrshire Council Learning Outdoors Support Team staff were based around the same five sectors as the speed speakers and provided the girls with the opportunity to gain hands on experience in the different areas.



RESEARCH

What did we find out?

Prior to the event, both the students and teachers intending to attend were issued with an online survey. The pupil survey aimed to find out the initial views and attitudes of the girls regarding STEM and rural subjects at school and in the wider world, their intentions and plans for the future and their opinions on what was important to them in their lives. The teacher survey intended to discover existing views and opinions regarding the uptake of STEM subjects by female pupils, potential barriers faced by female pupils in school and confidence in sharing information about a variety of STEM and rural careers and the pathways that can be taken into these sectors. After the event, follow up online surveys were distributed to teachers and pupils who attended. These surveys aimed to gather the pupil's views and opinions of the event, but also their attitudes towards STEM and rural careers after having met with professionals in these roles. The teacher survey aimed to discover similar views, but also looked to discover the impact of the event in terms of their professional development. For full findings of the research, please see the Impact Report at: <https://blogs.glowscotland.org.uk/ea/learningoutdoorssupportteam/working-in-wellies/>

PLANNING YOUR OWN EVENT

Steps towards organising your own Working in Wellies event

12 WEEKS BEFORE

- liaise with line manager about hosting an event
- check your establishment calendar
- start your initial planning - **see P6**
- provisionally book your venue
- write an event brief - **see P6 - 8**
- check admin support required and notify London Road of date - **see P9**
- organise a steering group meeting - **see P9**

8 WEEKS BEFORE

- book venue and confirm
- send an e card and press release to your communications team
- set up a survey monkey or similar for your research and evaluations - **see P18 - 29**



10 WEEKS BEFORE

- ensure transport requirements are in place
- host a steering group meeting - **see P9**
- create briefs - **see P10 - 15**
- write draft emails and invites - **see P16**
- draft a press release - **see P17**
- visit venue - **see P18**

6 - 7 WEEKS BEFORE

- confirm numbers of delegates and ensure appropriate forms and permissions are in place - **see P30**
- confirm transport requirements - **see P30**
- promote your event - **see P31 - 32**
- send a meeting request to your team - **see P33**
- contact contributors to confirm key notes and workshops - **see P33 - 37**



PLANNING YOUR OWN EVENT

Steps towards organising your own Working in Wellies event

5 WEEKS BEFORE

- confirm key note speakers and presenters and collect details - **see P33 - 37**
- prepare delegate packs - **see P38 - 48**

3 WEEKS BEFORE

- begin to think about other things you are going to need - **see P49**
- confirm market place numbers
- check what equipment is required for speakers, workshops and presenters
- reminder email for participants if replies have been low

4 WEEKS BEFORE

- confirm names of presenters and speakers

2 WEEKS BEFORE

- meet with your team and admin - **see P49**
- send an update following meeting to your venue
- create seating plan
- organise timetable and groupings- **see P49**

PLANNING YOUR OWN EVENT

Steps towards organising your own Working in Wellies event



1 WEEK BEFORE

- send final programme to be printed - **see P49**
- prepare delegate packs
- confirm and gather key note presentations - store on pen drive
- plan a task list for you and your team for on the day - **see P50**
- meet with your event admin
- confirm final arrangements and admin - **see P51-52**
- prepare what you are going to say - **see P53**

1 WEEK AFTER

- send out evaluations
- prepare thank you letters/emails

ON THE DAY

- set up your event - **see P54**
- coordinate event - **see P54**
- liaise with the venue - **see P54**

2 WEEKS AFTER

- send out thank you letters/emails
- collate evaluations and gather research

INITIAL PLANNING

Hosting your own event

To begin to formulate your initial plans for your event, it is important to consider:

- The focus of your event – what is the aim? ·
- Your target audience – think about which age groups and genders you hope to engage with your event.
- Initial ideas re inputs on the day – what format are you hoping to have? Think about which sectors you would like represented and what workshops and speakers you would like to have on offer.
- Potential locations/venue – what size of venue do you require? Do you need outdoor or breakout space? What extras do you need from your venue in terms of catering, electronics or support?
- Ideas for steering group members – this can include internal and external people. Think about any colleagues that might be interested in supporting you and the event. Are there any people from out with your establishment who might be able to help you? Consider partners within your authority, your potential venue and other organisations that you work alongside. Get in touch with these people to check whether they are interested.



WRITE AN EVENT BRIEF

An event brief is a document which provides further details about your event to potential participants. It will give information about who is hosting the event and its target audience and will share the rationale of your event supported by current research. Finally, it will outline the structure of your event and briefly what participants can expect when they attend. Ensure that you read all relevant policy and resources before writing your brief. This should be sent to all potential participants to find out whether they are interested in taking part. See the attached example for further information.

EVENT BRIEF EXAMPLE

#WomenInWellies

Brief

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), are hosting a '#WomenInWellies' event on 19th February 2019. The event aims to inspire girls and young women to pursue careers in rural and STEM (Science, Technology, Engineering and Mathematics) fields. Hosted at Dumfries House, female pupils from S3 at Auchinleck, Doon and Cumnock Academy will be offered space to attend.

Toplines

Scottish Government's STEM Education and Training Strategy for Scotland was released in 2017, it details an aspiration for Scotland to be at the forefront of the technological and scientific advancements of the future. Closing equity gaps in STEM participation and attainment could support wider educational agendas such as the National Improvement Framework, National Performance Framework and the PISA Global Competencies Framework. There are significant differences in the participation of women in STEM and rural subjects, with gender imbalances seen across education, training and work sectors.

Scottish Government statistics:

74% of the rural workforce is predominately male, with the same being true for the STEM sector.

Only 16% of entrants into Engineering and Technology higher education courses were female.

Only 3% of Construction Modern Apprenticeships were taken up by women.

Women in STEM tend to earn less than male colleagues,

Girls are underrepresented in STEM subjects with 28% of Higher Physics entries, 16% of Higher Computing entries and 10% of Computing Science

The Scottish Government's STEM strategy, highlights that gender segregation and imbalance is a loss of economic potential for Scotland. The benefits of working and spending time in the outdoors particularly in natural or greenspace is increasingly acknowledged as one of the key factors in fighting stress, inactivity and poor overall physical and mental health. Encouraging more women into rural careers supports the National Performance Framework for creating a healthier, greener, smarter, safer, stronger and greener Scotland.

EVENT BRIEF EXAMPLE

The event

Welcome and 2 key speakers, who will discuss their career, how they got into their job and what they had to do to get to where they are.

Access to wide variety of 15 minute talks from women working in a broad spectrum of rural and STEM careers.

Summit time; where participants will get to learn a variety of different outdoor and rural skills, providing them with some insight into a 'Day in the Life' in a STEM career.

Closing: Question time with panel and action plans for all participants.

Refreshments and sandwiches throughout the day.

Transport costs covered.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

Impact/Evaluation

Attitudinal surveys will be completed by all pupil attendees pre and post event. This will be through a survey monkey link issued to the school pupils before the event.

A questionnaire will be given to all teachers with sections on STEM knowledge, attitude and confidence.

A focus group of teachers will be interviewed for more in-depth analysis pre and post event.

2 teachers will be identified (one from each school) to be future Mentors for Phase 2 (roll – out to all EAC secondary schools). Further support will be available to develop key skills.

Data collection of numbers of attendees, business and professional engagement and number of teachers will be gathered.

A survey for feedback will be issued to all participants, speakers, teachers and business partners. An impact report and next steps implementation framework will be delivered by April 2019.

CHECK IF ADMIN SUPPORT REQUIRED and notify of the date

During the initial planning of your event, outline the admin support that you will require and get in touch with the relevant people within your establishment or authority who can support you with this. It is also important to make the relevant departments within your establishment aware that the event is happening. People you might wish to consider contacting include:

- Corporate department
- PR department
- Communication department

ORGANISE AND HOST A STEERING GROUP MEETING

When you have decided on and sent initial contact to people you wish to have in your steering group, it is important to organise a meeting. Set an agenda for this meeting, considering:

- Anticipated outcomes/impact of the event
- Title of the event
- Areas to cover
- Possible keynotes
- Workshop ideas
- Market place ideas
- Venue requirements

Send this agenda along with potential dates and meeting locations to your steering group. During the meeting, take notes and delegate and share actions to members of your team. Following the meeting, send the minutes to your group and begin working on the details and actions that have been decided.



CREATE BRIEFS

Below are people that you want to write a specific brief for:

- Key note speakers
- Workshop facilitators
- Speed Speakers
- Marketplace (if you are having one)
- Establishments or departments
- Elected members
- Parents of pupils attending

Following on from creating your initial event brief, it is important to create briefs for all the different types of participants in your event.

When writing these briefs, ensure that you read all relevant policy and resources and make sure that your key messages for each party are clear and appropriate, including what you would be expecting from their participation in the event. See attached briefs for further examples.



WORKSHOP FACILITATORS EXAMPLE BRIEF

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), are hosting a '#WomenInWellies' event on Tuesday 19th February 2019. Hosted at Dumfries House, female pupils from S3,4,5 and 6 at Auchinleck and Cumnock Academy will be offered a space to attend. This event is being supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy.

Scottish Government's STEM Education and Training Strategy for Scotland was released in 2017, it details an aspiration for Scotland to be at the forefront of the technological and scientific advancements of the future. As you are undoubtedly aware, there are significant differences in the participation of women in STEM and rural subjects, with gender imbalances seen across education, training and work sectors.

Scottish Government statistics show:

74% of the rural workforce is predominately male, with the same being true for the STEM sector.

Only 16% of entrants into Engineering and Technology higher education courses were female.

Only 3% of Construction Modern Apprenticeships were taken up by women.

Girls are underrepresented in STEM subjects with 28% of Higher Physics entries, 16% of Higher Computing entries and 10% of Computing Science being from females

The Scottish Government's STEM strategy, highlights that gender segregation and imbalance is a loss of economic potential for Scotland. The event aims to inspire girls and young women to pursue careers in rural and STEM (Science, Technology, Engineering and Mathematics) fields.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

We would like to invite you to come along to the event to be a part of a variety of facilitators sharing information in a 15 minute talk to young women and girls about your job and career. We are able to cover transport costs and refreshments will be provided throughout the day. We hope you will consider this opportunity.

We look forward to hearing from you.

HEAD TEACHER EXAMPLE BRIEF

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), were successful in securing funding from the Scottish Government to host a careers event '#WomenInWellies on Tuesday 19th February 2019.

Hosted at Dumfries House, female pupils from S3,4,5 and 6 at Auchinleck and Cumnock Academy will be offered space to attend, transport costs will be covered.

Scottish Government's STEM Education and Training Strategy for Scotland was released in 2017, it details an aspiration for Scotland to be at the forefront of the technological and scientific advancements of the future. Closing equity gaps in STEM participation and attainment could support wider educational agendas such as the National Improvement Framework, National Performance Framework and the PISA Global Competencies Framework. There are significant differences in the

participation of women in STEM and rural subjects, with gender imbalances seen across education, training and work sectors.

Scottish Government statistics:

Only 16% of entrants into Engineering and Technology higher education courses were female.

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The Scottish Government's STEM strategy, highlights that gender segregation and imbalance is a loss of economic potential for Scotland. This event aims to inspire girls and young women to pursue careers in rural and STEM fields.

#WomenInWellies Event:

2 key inspirational speakers, who will discuss their career, how they got into their job and what they had to do to get to where they are.

Access to a wide variety of 15 minute talks from women working in a broad spectrum of rural and STEM careers (over 20 careers represented).

Summit time; where participants will get to learn a variety of different outdoor and rural skills, providing them with some insight into a 'Day in the Life' in a STEM career.

Closing:

Question time with panel and action plans for all participants.

Refreshments and sandwiches throughout the day. Transport costs covered.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

In order that we can book transport for the date, please can you indicate the number of pupil and staff places you would require as soon as possible,

We look forward to hearing from you,

KEY NOTE SPEAKER EXAMPLE BRIEF

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), are hosting a '#WomenInWellies' careers event on Tuesday 19th February 2019. The event aims to inspire girls and young women to pursue careers in rural and STEM (Science, Technology, Engineering and Mathematics) fields. Hosted at Dumfries House, East Ayrshire, female pupils from S3,4,5 and 6 at Auchinleck and Cumnock Academy will be offered a space to attend.

Scottish Government's STEM Education and Training Strategy for Scotland was released in 2017, it details an aspiration for Scotland to be at the forefront of the technological and scientific advancements of the future. As you undoubtedly aware, there are significant differences in the participation of women in STEM and rural subjects, with gender imbalances seen across education, training and work sectors.

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Access to wide variety of 15 minute talks from women working in a broad spectrum of rural and STEM careers.

Summit time; where participants will get to learn a variety of different outdoor and rural skills, providing them with some insight into a 'Day in the Life' in a STEM career.

Closing:

Question time with panel and action plans for all participants.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

We would like to invite you to be one of our inspirational key speakers for the day, to share your knowledge and experience with young women and girls. We are able to cover your travel costs to the venue and refreshments will be provided throughout the day. We hope you will consider this opportunity.

We look forward to hearing from you,

SPEED SPEAKER EXAMPLE BRIEF

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), are hosting a '#WomenInWellies' event on Tuesday 19th February 2019. Hosted at Dumfries House, female pupils from S3 at Auchinleck, Doon and Cumnock Academy will be offered a space to attend. This event is being supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy.

The Scottish Government's STEM strategy, highlights that gender segregation and imbalance is a loss of economic potential for Scotland. The event aims to inspire girls and young women to pursue careers in rural and STEM (Science, Technology, Engineering and Mathematics) fields.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

As a 'speed speaker' we would like to invite you to come along to the event to be a part of a variety of facilitators sharing information in a 15 minute talk to young women and girls about your job and career. We hope that you will have the opportunity to repeat this with 10 different groups. We are able to cover transport costs and refreshments will be provided throughout the day. We hope you will consider this opportunity.

We look forward to hearing from you.



PARENT LETTER EXAMPLE BRIEF

East Ayrshire Council's Learning Outdoors Support Team (LOST) are hosting a careers event to inspire and encourage girls and young women to pursue careers in Rural and STEM (Science, Technology, Engineering and Mathematics) fields.

The #WomenInWellies event will be hosted at Dumfries House on Tuesday 19th February 2019 at from 9:30-2:45, female pupils from 3rd year, will have the opportunity to attend and hear inspiring speakers, talk with a wide variety of women from over 20 different careers and take part in summit workshops.

The Scottish Government's STEM strategy, highlights that there are significant differences in the participation of women in STEM and rural subjects, with gender imbalances seen across education, training and work sectors.

- Only 16% of entrants into Engineering and Technology higher education courses were female.
- Only 3% of Construction Modern Apprenticeships were taken up by women.
- Women in STEM tend to earn less than male colleagues,
- Girls are underrepresented in STEM subjects with 28% of Higher Physics entries, 16% of Higher Computing entries and 10% of Computing Science being from females.

The benefits of working and spending time in the outdoors particularly in natural or greenspace is increasingly acknowledged as one of the key factors in fighting stress, inactivity and poor overall physical and mental health.

It is hoped that attendees will leave the event inspired and motivated to learn and engage in STEM and rural learning, and investigate these pursuits as a potential career path.

We hope you agree that this will be a fantastic opportunity for your child to engage with professional women from a variety of different careers and will support them in attending the event.

WRITE A DRAFT EMAIL OR INVITATION

When you have completed briefs for the different participants who have agreed to be involved in your event, they should be attached in an email or invite and delivered. You might want to draft an email or invite before sending. The email should be structured around the appropriate brief for the participant. Ensure that your line manager is copied in when sending invitation emails.

We are excited to be finalising up the programme for the exciting Career Event that is taking place on Tuesday 19th February at Dumfries House, #WomenInWellies.

I have attached the programme and an event brief which details all the information. We are also keen to confirm 'Speed Speakers' and would be really pleased if you were able to offer to speak to small groups of 8-10 S3 girls. This ideally would be for both morning and afternoon sessions however if you are even only able to do part of the time please do let us know. We can cover transport cost and all refreshments and lunch on the day are provided.

I look forward to hearing from you,



DRAFT PRESS RELEASE



A press release is a piece which is released after your event should outline the key information about your event, detailing what it was and what happened. It should also explain where and when it happened and briefly why it happened. It should also include a headline and a quote from a senior member of your establishment, department or authority. See the attached draft press release for further information.

Women in Wellies Press Release

For release on:

Contact:

You or Senior Manager

Your address

PRESS INFORMATION

East Ayrshire Council's Learning Outdoors Support Team (LOST) in collaboration with Dumfries House and the Royal Highland Educational Trust (RHET), hosted a '#WomenInWellies' event on 19th February 2019. The event aimed to inspire girls and young women to pursue careers in rural and STEM (Science, Technology, Engineering and Mathematics) fields. Hosted at Dumfries House, female pupils from S3 at Auchinleck, Doon and Cumnock Academy were offered space to attend.

The event was aimed at addressing the significant differences in the participation of women in STEM and rural subjects, as gender imbalances are seen across education, training and work sectors. This event was supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy. This strategy was released in 2017, and highlighted that gender segregation and imbalance is a loss of economic potential for Scotland.

QUOTE FROM SENIOR MANAGER IN YOUR ESTABLISHMENT OR AUTHORITY

The event was a fantastic success with teachers and pupils commenting on how enjoyable and informative the day was.

VISIT YOUR VENUE

At this point in the planning process you will want to visit your venue, perhaps with another member of your steering group. You will want to confirm that this site is going to be appropriate for your event, prior to confirming the booking. You will want to discuss:

- The main room set up
- Any breakout rooms or outdoor spaces that you require
- Marketplace space
- IT support available

When your venue is booked and confirmed, ensure that you send on the invoice to your line manager.



SET UP A SURVEY MONKEY

Or similar evidence gathering method

It is important to gather the views of your audience before and after your event. Begin to think about what specific views you want to gather from your participants both prior to and following the event and set up a survey using [surveymonkey.com](https://www.surveymonkey.com) or a similar resource. See the attached documentation for example questions from pre event questionnaires.



PUPIL PRE EVENT SURVEY EXAMPLE

1. I like learning in STEM subjects at school.

- Agree
 Disagree

2. I find it easier to work outdoors than indoors.

- Agree
 Disagree

3. I find STEM subjects hard.

- Agree
 Disagree

4. I am going to study STEM subjects later in my school career.

- Agree
 Disagree

5. I know how STEM applies in the real world and how I can use it.

- Agree
 Disagree

6. When I leave school I am thinking about...

Drop down options for Q6:

- A job
- College
- University
- Apprenticeship
- I don't know

PUPIL PRE EVENT SURVEY EXAMPLE

7. I would like to get a job in...

- Business
- Art and Design
- Education
- Medicine/Health
- Sports
- Law
- Engineering
- Music
- Drama
- Inventor
- Hair and Beauty
- Care
- Scientist
- Construction
- IT
- Outdoor
- Other (please specify)

8. I think you need to go to university to get a good job when you are older.

- Agree
- Disagree

9. Most science qualifications would only get you a job as a doctor or scientist.

- Agree
- Disagree

PUPIL PRE EVENT SURVEY EXAMPLE

10. Which of the following is most important for your future? Tick all boxes that apply to you.

- | | |
|---|---|
| <input type="checkbox"/> Money | <input type="checkbox"/> Being happy |
| <input type="checkbox"/> Family | <input type="checkbox"/> Making a difference |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Working outside |
| <input type="checkbox"/> University | <input type="checkbox"/> Working in an office |
| <input type="checkbox"/> Helping others | <input type="checkbox"/> Working with people |
| <input type="checkbox"/> Getting a good job | <input type="checkbox"/> Working by myself |
| <input type="checkbox"/> Other (please specify) | |

TEACHER PRE EVENT SURVEY EXAMPLE

1. I find that there are more boys than girls choosing to do STEM subjects at school.

- Agree
- Disagree

2. Have you attended at CLPL on gender equality in your subject?

- Yes
- No
- If so, what was it?

3. What do you think would improve or increase female engagement in STEM and rural subjects?

4. What do you think the main barriers are for girls considering studying or having a career in STEM/rural subjects?

5. I am aware of a variety of STEM careers that are available.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

TEACHER PRE EVENT SURVEY EXAMPLE

6. I am aware of a variety of different rural careers that are available.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

7. I am aware of different pathways into careers - university, apprenticeships, college etc

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

8. I know where to signpost pupils for information on STEM and rural careers and courses.

Strongly agree

Disagree

Agree

Strongly disagree

Neither agree nor disagree

9. I link my subject to its real life application to give it relevance to pupils.

Very often

Often

Not often

Never

TEACHER PRE EVENT SURVEY EXAMPLE

10. Do you teach outdoors as part of your curriculum?

- Very often
- Often
- Not very often
- Never

PUPIL POST EVENT SURVEY EXAMPLE

1. I enjoyed taking part in the workshop at Women in Wellies.

- Agree
- Disagree

2. I enjoyed listening to the speakers at Women in Wellies.

- Agree
- Disagree

3. The speakers inspired me to think about different jobs I could do in the future.

- Agree
- Disagree

4. I think I am more likely to study STEM subjects later in my school career now.

- Agree
- Disagree

5. I learned about different ways I could get into a career at the event.

- Agree
- Disagree

6. I heard about at least one career which interested me at the event.

- Agree
- Disagree
- Which career?

PUPIL POST EVENT SURVEY EXAMPLE

7. When I leave school I am thinking about...

8. I learned about jobs I hadn't heard of before.

- Agree
 Disagree

9. I think you need to go to university to get a good job when you are older.

- Agree
 Disagree
 Is this different than what you thought before? Why?

10. The next step I am going to take following this event is...

Drop down options for Q7:

A job
College
University
Apprenticeship
I don't know

TEACHER POST EVENT SURVEY EXAMPLE

1. I found it beneficial to meet people working in a variety of STEM and rural careers at the event

- Agree
- Disagree

2. I think that the event will have inspired or engaged the pupils who attended.

- Yes
- No

Why or why not?

3. I think that this event will have helped to break down some barriers girls considering studying or having a career in the STEM/rural sector.

- Agree
- Disagree

Why or why not?

4. I am now aware of a wider variety of STEM careers than before.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

TEACHER POST EVENT SURVEY EXAMPLE

5. I am now aware of a wider variety of rural careers than before the event.

- Strongly agree Disagree
- Agree Strongly disagree
- Neither agree nor disagree

6. I now feel more aware of different places to signpost pupils to should they be considering a career in a STEM or rural area.

- Strongly agree Disagree
- Agree Strongly disagree
- Neither agree nor disagree

7. This event helped to develop my knowledge of different pathways into STEM and rural careers.

- Strongly agree Disagree
- Agree Strongly disagree
- Neither agree nor disagree

8. This event provided me with new ideas of how to link my subject to real life contexts.

- Strongly agree Disagree
- Agree Strongly disagree
- Neither agree nor disagree

TEACHER POST EVENT SURVEY EXAMPLE

9. One thing I would like to learn more about from this event is...

10. I would like to attend further CLPL sessions linked to this event.

- Agree
- Disagree
- Neither agree nor disagree

Why or why not?

ENSURE APPROPRIATE FORMS ARE IN PLACE

When you have confirmed the amount of attendees coming to your event, it is important to ensure that you have the appropriate paperwork in place. This could include:

- EVOLVE or other excursion forms specific to your establishment/authority
- Parental permissions
- Class lists/names of attendees



CONFIRM TRANSPORT REQUIREMENTS

Following confirmation of the number of delegates attending, ensure that you have booked and confirmed appropriate transport. Ensure that any invoices are sent to your line manager and processed.



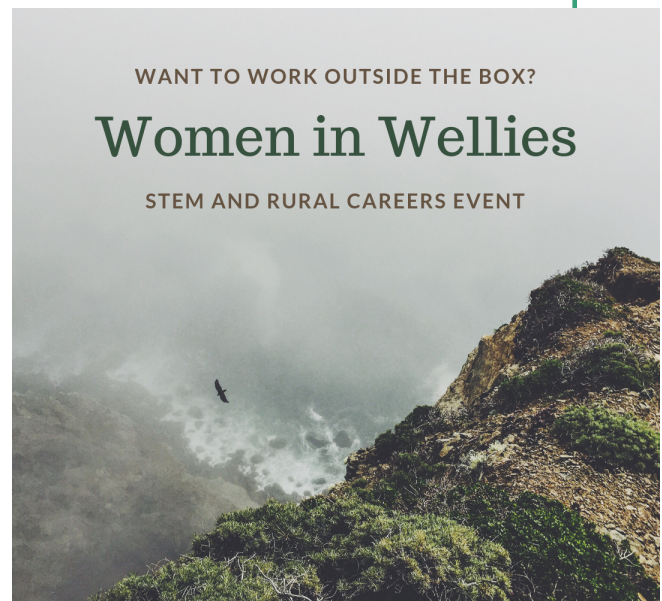
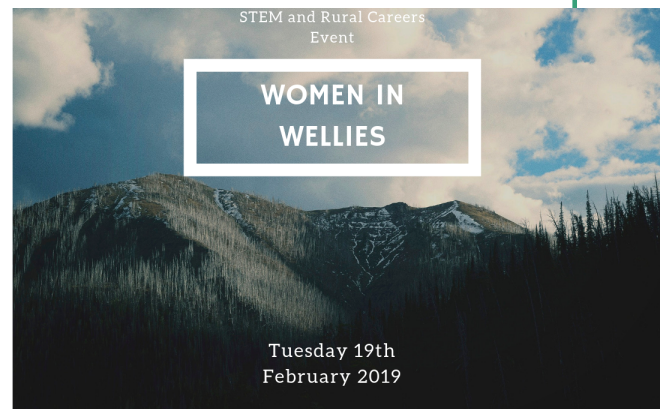
PROMOTING YOUR EVENT

Creating promotional material for your event

It is important to promote your event to your target audience and to ensure that the appropriate departments are aware that it is happening. Ensure that your promotional material is proof read before sending it out. Send this material to your communication team, share on social media and with your networks. See the attached poster which was used for promotion of the Women in Wellies event.

When creating promotional material for your event, consider including:

- The title of the event
- Target audience
- Venue, date, start time and closing time
- A summary of what the event will involve – key note speakers, aims of the event, workshops etc
- Details of how and when to register your interest



POSTER EXAMPLE



The poster features a vibrant pink background with white and purple circular accents. At the top, there are logos for 'LOST' (Learning Outdoors Support Team) and 'East Ayrshire Council'. The main text is in a bold, white, sans-serif font, with the hashtag '#WOMENINWELLIES' being the largest element. Below the hashtag, the event details are listed in a smaller, white, sans-serif font. The date and location are in a bold, italicized, white, sans-serif font. The promotional text is in a white, cursive font. At the bottom, there are logos for 'DUMFRIES HOUSE', 'RHET', and 'Education Scotland'.

WANT TO WORK OUTSIDE THE BOX?

#WOMENINWELLIES

S3 STEM and Rural Careers Event

TUESDAY 19TH FEBRUARY
DUMFRIES HOUSE ESTATE

Wear your wellies to get a free gift!

Be inspired by guest speakers!

Get hands on in workshops!

This event is being supported by Education Scotland's Enhancing Professional Learning in STEM Grants programme through the Scottish Government STEM Education and Training Strategy.



CONTACT CONTRIBUTORS

- Confirm keynotes
- Confirm workshops
- Collect details

SEND A MEETING REQUEST TO YOUR TEAM

In this follow up meeting with your team, it is important to review the progress that has been made to date.

It is also useful to confirm the programme, timings and who can help on the day.

When you get in touch with your contributors at this point, it is useful to start to gather further information from them by sending out a presenter bio form. Find out the full names and positions of everyone involved and find out what they will require on the day, e.g. IT requirements. You may also want to ask these people for a short biography of themselves to be shared with participants. See the attached example for further information.

Set a deadline day for this information to be sent back to you and explain that you will require any presentations sent to you 2 weeks before the event. Check at this point that they are happy for them to be shared on GLOW or via email.

KEY NOTE SPEAKER BIO FORM EXAMPLE



#WomenInWellies

This form is for each contributor to complete and return to

Step 1: Registration details			
First name		Title (e.g. Mr/Ms/Dr)	Mrs
Last name		Job title	
Organisation			
Address	<input type="text"/>		
Post Code	<input type="text"/>		
Daytime phone	<input type="text"/>	Email	<input type="text"/>
Mobile	<input type="text"/>		
Any medical dietary requirements or special needs?	<input type="text"/>		

Step 2: Programme Details	
This information will be used for the introductions	
Short biography – your organisation, what it does, your role, anything else you want to mention	<input type="text"/>
Title of your presentation / workshop	<input type="text"/>
Short description of your presentation	<input type="text"/>

KEY NOTE SPEAKER BIO FORM EXAMPLE

Step 3: Presentation information	
Are you giving a power point presentation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
PowerPoint presentations will be added to GLOW and shared widely following the event, do you give your permission for this?	I do <input type="checkbox"/> I do not <input type="checkbox"/>
If you wish to provide an alternative presentation for website publication, please tick here.	I will provide an alternative presentation for website use ON or BEFORE the day of the event <input type="checkbox"/>
Internet access – tick as appropriate, if required	I will need access to Internet sites <input type="checkbox"/> (see below for details)

	My presentation will contain embedded links <input type="checkbox"/>
Internet – please provide below a list of any sites/embedded links that you wish to use. This will enable us to unblock restricted sites and find solutions to incompatible software.	

Presentations: Please email your presentation (which should be saved in Microsoft PowerPoint) to **By:**

Thank you for taking the time to complete this form. It will greatly help the smooth running of the day.

At this point, it may also be helpful to request a photograph of your key note speakers.

SPEED SPEAKER AND WORKSHOP FACILITATOR BIO FORM EXAMPLE



#WomenInWellies

This event is being supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy.

This form is for each contributor to complete and return to

Step 1: Registration details			
First name		Title (e.g. Mr/Ms/Dr)	
Last name		Job title	
Organisation			
Any medical dietary requirements or special needs?	<input type="checkbox"/>	Email	
I am willing for my contact details to be shared with pupils	<input type="checkbox"/>	I am willing for my contact details to be shared with teachers	<input type="checkbox"/>

Step 2: Programme Details	
This information will be used for the introductions	
Short description of your job role – what do you do, what was your pathway to your job etc.	
Please detail any materials or documents you might have for delegate packs?	
Please give a description of an object or artefact from your work that you might bring to discuss during your talk.	Example: a tool that you use daily, a photograph, a book
Any other information?	

SPEED SPEAKER AND WORKSHOP FACILITATOR BIO FORM EXAMPLE

If you wish please provide a photograph of yourself – preferably an action shot at work or business/company logo.

--	--

Thank you for taking the time to complete this form. It will greatly help the smooth running of the day.

PREPARE DELEGATE PACKS

- General delegate packs
- Pupil Passports



Delegate packs should be provided to all who attend the event and may need to be changed depending on the role of people at the event.

You may wish to include:




- Programme
- More detailed descriptions of workshops/speakers
- Attendees list
- Evaluations (if not sharing digitally)
- Leaflets/freebies from partner organisations
- Freebies from your event
- Research/appropriate reading

See attached document for breakdown of Women in Wellies event delegate packs and examples of what was included.

During the East Ayrshire Women in Wellies event, girls attending were given a 'pupil passport' as part of their delegate pack. This was carried with them throughout the event and added to as they participated in the workshops and met the speed speakers. Each of the speakers had provided a biography which was typed up, printed and cut up for the girls to stick into their passport, providing them with a record and information about who they had spoken to. See the attached documentation for further examples of the passport and biographies.

Speed speakers, workshop facilitators and teachers attending the event were also given a seating plan and group programme in their delegate pack. This showed them the breakdown of the pupil groups and where they would be moving to throughout the day.

EXAMPLE LIST OF DELEGATE PACK FREEBIES

Delegate	Item	Description
All delegates		Hatted ad Bug – Green, with builders hat - To say 'Women in Wellies' on label White and green Curvy Ball point pen - To say 'Women in Wellies' on the side
Speed Speakers		Eco Pencil Case Set – with LOST logo on it
Young Reporters		Eco Pencil Case Set – with LOST logo on it LOST lanyard, with Press Pass inside
Key Note Speakers	Potted plant picture	Potted plant

EXAMPLE PROGRAMME

#WOMENINWELLIES

Promoting gender balance in the rural and STEM work sectors

TUESDAY 19TH FEBRUARY 2019

Hosted by Learning Outdoors Support Team

In collaboration with Dumfries House and Royal Highland Educational Trust

This event is being supported by Education Scotland's Enhancing Professional Learning in STEM Grants Programme through the Scottish Government STEM Education and Training Strategy.

9.00	ARRIVAL AT DUMFRIES ESTATE
9.30	OPENING SPEECH LINDA MCAULAY-GRIFFITHS HEAD OF EDUCATION EAST AYRSHIRE COUNCIL
9.40 - 10	KEYNOTE SPEECH 1 DR. LIZ BARRON-MAJERIK MBE SCOTLAND DIRECTOR LANTRA SCOTLAND
10 - 10.20	KEYNOTE SPEECH 2 HELEN LIGHTBODY HEAD OF FLEET TECHNICAL SERVICES BABCOCK INTERNATIONAL GROUP
10.20 - 10.35	BREAK
10.35 - 12.10	SPEED SPEAKERS FROM THE FOLLOWING SECTORS: RENEWABLES/ENVIRONMENTAL ENGINEERING/CONSTRUCTION TOURISM RURAL AND FARMING EARLY YEARS AND EDUCATION
10.35 - 12.10	WORKSHOPS - DUMFRIES ESTATE STEM CENTRE HORTICULTURE OUTDOOR CENTRE TEXTILES FARMING JOHN MUIR AWARD EDUCATION
12.15 - 12.50	LUNCH
12.50 - 14.25	SPEED SPEAKERS (AS MORNING)
12.50 - 14.25	WORKSHOPS (AS MORNING)
14.25 - 14.40	PLENARY AND CLOSING COMPLETION OF EVALUATION FORMS

EXAMPLE PUPIL PASSPORT

This passport was created and printed as a booklet to be given out to pupils attending the event. Pupils used it to keep track of who they spoke to and what their evaluation of the event was.

Next Steps

Use the space below to write three things that you are going to do following this event.

1. _____

2. _____

3. _____



#WomenInWellies

S3 STEM and Rural Careers Event



Pupil Passport



>Welcome to
#WomenInWellies!

I would like to warmly welcome you to an exciting day of Science, Technology, Engineering and Maths in the outdoor and rural environments.

We know there are significant differences in the participation of women in STEM and rural subjects and we hope that today we can highlight some of those issues and share the exciting variety of work opportunities that are available in East Ayrshire.

There are many wonderful women here who are willing to share their own pathways into their varied careers and we hope they will inspire you to consider the vast array of opportunities that are available to you as you begin to think about your futures.

Linda McAulay-Griffiths
Head of Education, Economy and Skills,
East Ayrshire Council

Evaluation 

Today I enjoyed...

Something I learned was...

EXAMPLE PUPIL PASSPORT

This passport was created and printed as a booklet to be given out to pupils attending the event. It was used at the event for pupils to keep track of who they spoke to and what their evaluation of the event was.

#WomenInWellies

Information about the speed speakers and workshop that you experience that you think would help you remember them in the future.

 Jennifer Higgins Company Director The Wee House Company	 Lyndy Rowland Forestry Commission Scotland	 Alicia McEneaney Lecturer SRUC Dumfries and Galloway	 Charlotte Barwell Shopworker Dumfries House
 Alli Duff Education and Inclusion Advisor Loch Lomond and the Trossachs National Park	 Jessie Wharf Volunteer Development Coordinator Dumfries Country Park	 Carolyn McFarlane Teacher East Ayrshire Council Learning Outdoors Support Team	 Catherine Telford University Professor University of the West of Scotland

Speed Speaker 2

Speed Speaker 4

#WomenInWellies Speed Speakers

 Sarah McIntyre Engineering Director Brodie Engineering	 Sally Gray Lecturer in Countryside Management SRUC	 Jodie Hiney Manager Business Engagement NATS	 Michelle Breen Food, Farming and Horticulture Instructor The Prince's Foundation at Dumfries House	 Sally York Education Policy Advisor Forestry Commission Scotland	 Catherine Castle Project Coordinator SP Energy Networks	 Corrie Crawford Gardener The Prince's Trust
 Emma Widdell Graduate Trainee SEPA	 Denise Rowell Education Partner Dumfries House	 Steph Scott Assistant Solicitor SEPA	 Angie Simpson Education Partnership Development The Outward Bound Trust	 Sonia Jodgett Senior Landscape Architect Land Use Consultants	 Christine Strong Kate Dickens Dean Park Rangers East Ayrshire	 Angie Smith Development Officer for Scotland Royal Horticultural Society

EXAMPLE PUPIL PASSPORT

This passport was created and printed as a booklet to be given out to pupils attending the event. It was used at the event for pupils to keep track of who they spoke to and what their evaluation of the event was.

Use the spaces below and on the next page to record during the sessions. MAKE NOTES ABOUT THESE SESSIONS

Speed Speaker 1

Speed Speakers

 Margaret Bonfield Global Business Development Genyon Pharma Ailsa Craig	 Kathryn Walker Business Analyst Scottish Power	 Heather Lefferty Senior Biologist Land Use Consultants
 Maif Eider Senior Careers Manager Scottish Power	 Cath Seale Lecturer in Countryside Management SRUC	 Lucy Filly Specialist in the Field Land Use SPA

Speed Speaker 2

Key Note Speakers

Liz Barron-McGee is the Director of Land Use Scotland, an organisation committed to the development and support of skills in Scotland's land-based, aquaculture and environmental conservation sectors. Prior to taking on this role Liz was Head of Natural and Applied Science for Inverness College UHI, a role which included management of the Scottish School of Forestry, as well as the advice and aquaculture provision. During her 15 years at Inverness College UHI, Liz has undertaken a variety of activities, lecturing in and managing a wide range of sustainable areas, including science and maths, stem, consulting, geography and forestry. With an academic background in plant science, Liz holds a degree in Botany and PhD in Agronomy. In 2011 she gained an MBE for her work engaging young people in STEM (Science, Technology, Engineering and Maths), setting up and running the Inverness Science Festival and STEMINETS. She is passionate about ensuring everyone realises that there is a career for them in the land-based and aquaculture sectors, and that a good understanding of the STEM subjects is essential.

Helen Lightbody graduated in Manufacturing Engineering and Management from Strathclyde University and over 22 years has held a variety of roles in manufacturing and project management in the commercial and defence sectors and in a diverse range of industries including electronics and heavy engineering. She joined Babcock in 2005 and her roles have included Operations Improvement and Programme Management within Engineering and a period of time in Submarine Training. Her current role is Head of Fleet Technical Services for Babcock Marine at Rosneath Naval Base. Her teams support the Project Management and Production Functions in the planning and execution of maintenance periods on Submarine class surface ships as well as all of the country's submarines. Before coming to Babcock, Helen has worked for companies in heavy engineering as well as electronics and software. She started her engineering career as a Production Engineer followed by a few years in different environments making tools and computer monitors before heading back into value manufacturing. From value for the water industry she progressed into turns for the oil industry and roles in Project and Production Management before eventually joining Babcock. She is a Chartered Engineer and a Member of the Institution of Engineering and Technology.

Speed Speaker 5

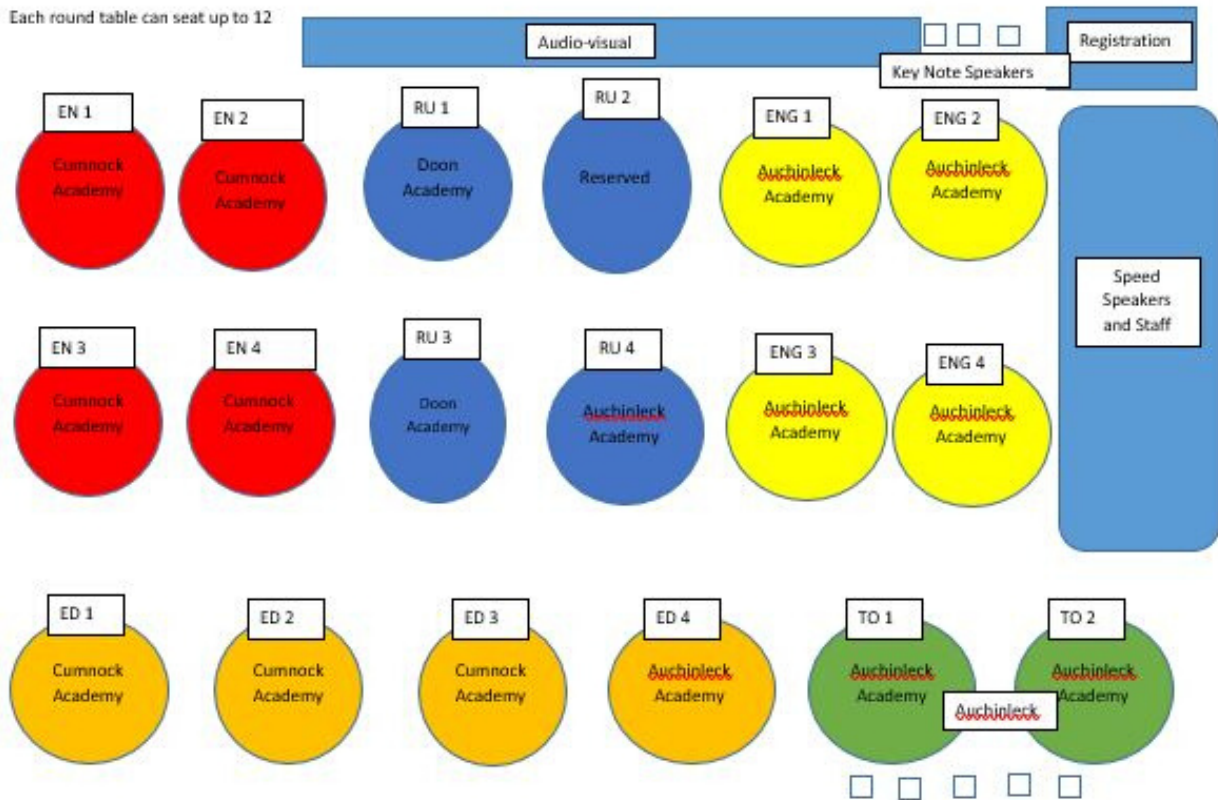
Workshop

EXAMPLE SEATING PLANS - KEY NOTE

These seating plans were given in delegate packs to key note and speed speakers and workshop facilitators. They detailed where each would be sitting for the sessions and where each school would be for the key notes.

Table Plan for Key Note Speeches

Each round table can seat up to 12

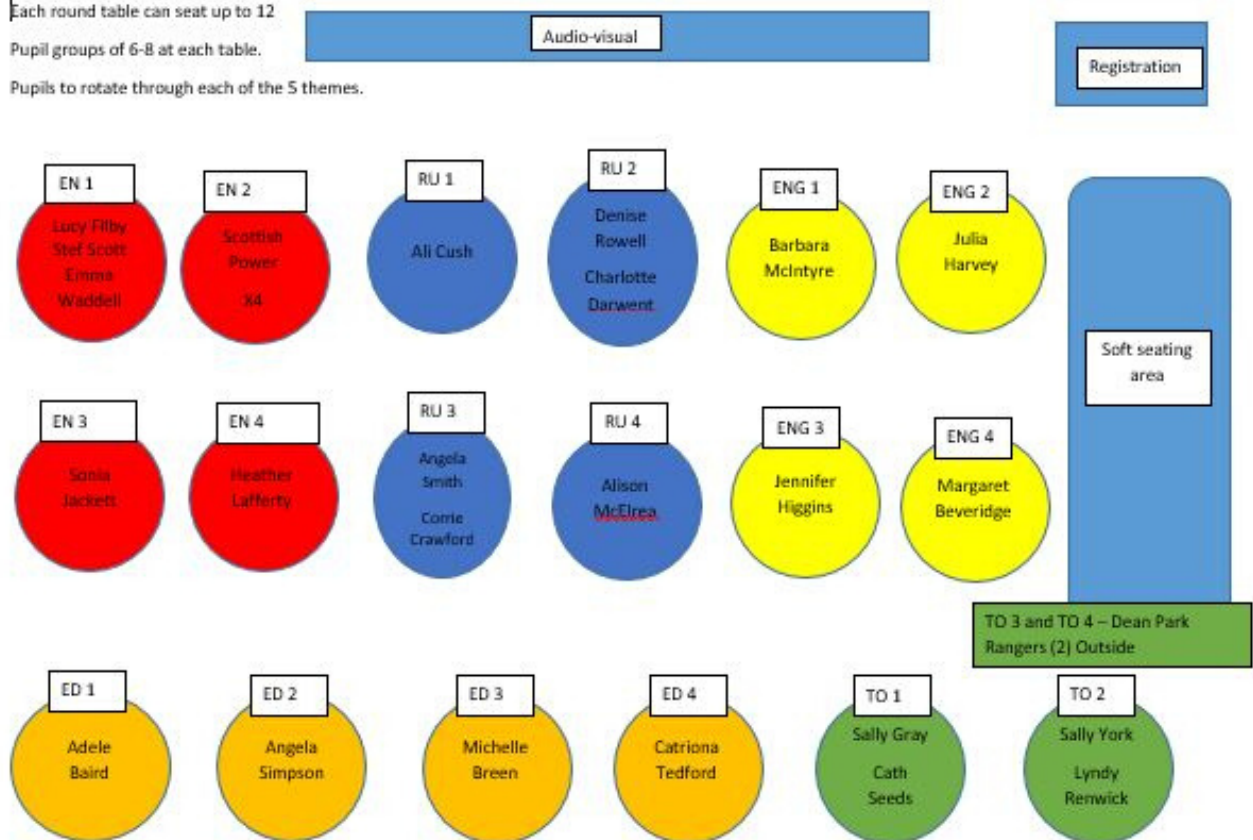


EXAMPLE SEATING PLANS - SPEED SPEAKERS

These seating plans were given in delegate packs to key note and speed speakers and workshop facilitators. They detailed where each would be sitting for the sessions and where each school would be for the key notes.

Each round table can seat up to 12
Pupil groups of 6-8 at each table.

Pupils to rotate through each of the 5 themes.



EXAMPLE WORKSHOP PLANS AND TIMETABLE

These plans were populated with pupil names in their groups for the day. They were then shared with the workshop facilitators in their delegate packs. These were also shared with teachers to give them an overview of which pupils would be where and what the workshops were about.

#WomenInWellies Workshops

Morning 10.35 – 12.10

Afternoon 12.50 – 14.25

TOURISM			
Future Textiles – The Atelier (Main House)			
Tartan, Textiles and Technology			
Join us in the Atelier to create your own tartan with up-cycling fabric. You will learn about the heritage and history of the Scottish Textile Industry and the various career options throughout the workshop. Using creativity, colour, calculating and sewing to create your own tartan fabric.			
Morning		Afternoon	
B1	B2	A1	A2

RENEWABLES/ENVIRONMENT			
Pierburg Building and Kauffman Education Gardens			
Inspired to Grow			
Horticulture is one term that involves many professions and specialities. At the heart of it all is the opportunity to get hands on and make spaces beautiful and productive. Join us to have a go at a key skill used by our professional horticulture team, and find out why looking after our soil is key to our future.			
Morning		Afternoon	
B3	B4	A3	A4

ENGINEERING			
Engineering Education Centre/STEM Centre			
Engineering the Future			
Mechanical, environmental and electrical engineering are just some of the areas of work involved in generating energy for the 21 st Century. In this workshop, pupils will explore how electricity is generated, then looking at hydropower, build and test a water wheel designed to transfer the energy of water into electricity – discussing potential jobs and career pathways along the way.			
Morning		Afternoon	
B5	B6	A5	A6

EDUCATION AND EARLY YEARS			
Outdoor Education Centre (Workshop will take place near to Engineering Centre)			
Love the Outdoors			
Join us on an outdoor adventure, taking part in a Bush-craft challenge using natural resources from the surrounding environment to build and create a sustainable live off the land activity. The group will discover the area to learn and develop new skills by utilising GPS devices working together to decipher the clues at each location to find the next destination.			
Morning		Afternoon	
B7	B8	A7	A8

OUTDOOR LEARNING PARTNERSHIPS			
John Muir Award and Forestry Commission			
Oh to be in the fresh air ...			
What does the Forestry Commission do? What is the John Muir Award?			
Morning		Afternoon	
B9	B10	A9	A10

RURAL AND FARMING			
Valentin's Farm			
If I wasn't a farmer, I could be.....			
Take part in an activity involving getting up close with our beef cattle and sheep. Learn about the variety of roles and careers that play a part in getting your food from farm to fork.			
Morning		Afternoon	
B11	B12	A11	A12

CUT OUT BIO EXAMPLE

Speed speakers and workshop facilitators shared their biographies and these were copied to little cut out sheets.

The speakers were given these in their delegate packs to share with pupils who could then put it in their passport. Workshop descriptions were also provided to pupils in this format.

Carolyn McFarlane

A primary teacher who prefers to teach outdoors.

A Geography and Modern History graduate who took a variety of jobs before training to be a teacher.

"Why teach?" To help young people discover what a fascinating world we live in and to encourage them to explore it for themselves.

Lorna Sloan

I offer support in schools to use the John Muir Award as part of Outdoor Learning and wider achievement.

We have lots of fun!! We use a variety of activities to ensure the Award is educational, very much enjoyable and participants have a sense of pride in what they have achieved at the end of their Award.

I kind of fell into this line of work due to my love of the outdoors and enjoy working with young people.

BADGES EXAMPLE

Speed speakers, workshop facilitators, key note speakers and invited guests were all given a badge in their delegate pack. The pupils who attended as 'press' were given a badge in their pack as well.



Carolyn McFarlane

East Ayrshire Council





MEET WITH YOUR TEAM AND ADMIN

Following your review of what else is required, have a catch up meeting to review the progress that has been made and to ensure that everything is still on track for instance:

- Badges
- Banners for the event
- Requirements from the venue
- Signage
- Stationary
- Timetables
- Groupings
- Send final programme to the printers

BEGIN TO THINK ABOUT OTHER THINGS YOU WILL NEED

Start and review a list of other things that you might need to ensure your event runs smoothly, for example:

- Badges
- Banners
- Risk Assessments
- Final requirements from the venue – location for market place, electricity access and IT Support, loading and unloading, parking and ensure that equipment required by presenters will be available at the venue or can be brought.





PLAN A TASK LIST FOR THE DAY

- For you
- For your team

Some jobs that will need completed might include:

- Setting up the venue
- Setting up IT
- Arranging badges
- Organising and giving out delegate packs
- Registration
- Timing
- Catering
- Delegate queries
- Moving groups around the site
- Meeting delegates and invited guests

It is useful to be aware of what needs to be done on the day and who is going to do it. This ensures that all jobs get done and that everyone is aware of what they are required to do. Make sure that this information is shared with your team prior to the event.



CONFIRM FINAL ARRANGEMENTS AND ADMIN

Ensure that you have prepared the admin required for the day, for example:

- Seating plans
- Badges
- Groupings
- Rotation timetable
- Signage
- Stationary
- Registration list
- Workshop list
- Printouts
- External travel expenses forms

Make sure that you have confirmed as many aspects of the event as possible including:

- Numbers
- Layout
- Catering
- IT and technical support
- Dietary requirements
- Access

EXAMPLE TABLE SIGNAGE

This was printed on A4 sheets and placed on tables. Similar ones were created for Speed Speakers with their names on,



East Ayrshire Council
Comhairle Siorrachd Àir an Ear



Cumnock Academy

PLAN WHAT YOU ARE GOING TO SAY

Make sure you know what you are going to say to introduce the event, in between groups and at breaks and at the close of the day. Don't forget to share housekeeping information such as toilets, fire drills and thank yous. Ensure you have a plan B in case of any cancellations on the day.



SET UP YOUR EVENT

On the day, make sure that everyone is clear on what is required of them. Liaise with the venue as soon as you arrive to discuss the room layout, IT equipment, who to contact if required. Make sure that the venue is set up including:

- Badges set out or in with delegate packs
- Delegate packs easily accessed and ready to be given out
- Banners and signage up and clear
- Ensure that the event is coordinated efficiently throughout the day, using your task list prepared earlier.

When leaving the venue at the end of the day, ensure that all participants get anything that they brought with them back. Make sure that you leave the venue as you found it and take all of your belongings away as soon as possible.

