

## How to get Started: Organize a BAM SIG Event STEP BY STEP

### ✓ STEP 1

Contact the relevant SIG Chair and discuss your proposal. Once approved, email Oana Mihut (Events Administrator, BAM Office) at [omihut@bam.ac.uk](mailto:omihut@bam.ac.uk), with the Event Proposal (cc'ing the relevant SIG chair).

The following elements need to be recorded in the Proposal:

1. The Projected Budget
2. The Registration Procedure

#### 1. The Projected Budget

To be grounded on a background research & reflect accurate/realistic numbers.

To cover the costs towards :

- a) Venue hire (where applicable)
- b) Catering cost/pp (where applicable)
- c) Speakers travel/accommodation costs (where applicable)

#### 2. The Registration Procedure

Please specify the following:

- If the event is open to BAM/ Non-BAM members
- The expected number of attendees (BAM/ Non-BAM members)
- Suggested Fees: BAM/ Non-BAM Members (where applicable)

### ✓ STEP 2

Once the Proposal has been approved:

1. Submit the event via the standard BAM Event Submission Form at: <https://www.bam.ac.uk/submit-content>
2. Contact the Social Media department of the relevant SIG for further publicity