

# Interest Group Forum

Burlington House

24 July 2019



# Agenda

Time	Session
10:15	Welcome and Introduction
10:20	Member Networks Committee update
10:25	Interest Group Forum
11:25	Meet the staff
12:15	Lunch
13:15	Identifying collaborations and sharing best practice
16:00	Wrap up and Q&A
16:15	Finish



# Find these handouts in your delegate bags:

**ROYAL SOCIETY OF CHEMISTRY**

## Data protection top tips

**Time is of the essence**  
As soon as you notice that personal data has been lost, stolen or made available to the wrong people, report it to [networks@rsc.org](mailto:networks@rsc.org) with as much information as possible, even if you're not completely sure there's a reason to be concerned. We have 72 hours to report breaches. Refer to our GDPR guidelines for our member networks to learn more.

**Look after the data you have access to**  
Before we are able to provide you with data, you will need to complete our 'Data compliance form'. Keep files containing personal data in a secure place. Lock your PC (Windows key+L) and don't leave laptops unattended. Set meetings as private if calendar entries or their attachments contain personal data.

**Consider whether you have the right to process an individual's personal data**

There are six lawful bases for processing an individual's personal data:

- Consent:** the individual has given clear, consent for us to use their data for this specific purpose
- Contract:** processing is necessary to fulfil the terms of our contract with this individual
- Legal obligation:** we need to process the data to comply with the law
- Vital Interests:** the processing is required to protect the individual
- Public Interest:** the processing activity is necessary in order to act in the public interest or to fulfil an official function
- Legitimate Interests:** It is in our legitimate interests to process the data, providing this doesn't override the interests of the individual

**If you're not sure, check with our Networks Team on [Networks@RSC.org](mailto:Networks@RSC.org). Further information can be found at [RSC.org/FormsDocuments](https://www.rsc.org/FormsDocuments) and in our Networks Handbook**

## Contracts

Under £10,000	Over £10,000 or budgets over £15,000
<p>To ensure this process is as quick as possible, please send the following documents to <a href="mailto:Networks@RSC.org">Networks@RSC.org</a>: <b>ASAP</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contract(s), including T&amp;Cs</li> <li><input type="checkbox"/> Completed Legal Questionnaire</li> <li><input type="checkbox"/> Date contract(s) need to be signed</li> </ul> <p>Available for download at <a href="https://www.rsc.org/FormsDocuments">RSC.org/FormsDocuments</a></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Contract(s), including T&amp;Cs</li> <li><input type="checkbox"/> Completed Legal Questionnaire</li> <li><input type="checkbox"/> Completed MCB Pro-Forma</li> <li><input type="checkbox"/> Date contract(s) need to be signed</li> </ul> <p>Available for download at <a href="https://www.rsc.org/FormsDocuments">RSC.org/FormsDocuments</a></p>	
<h3>Contract Negotiations</h3> <p>Our expert Legal Team will liaise directly with the venue to negotiate the T&amp;Cs of the contract. The committee member responsible for the contract will be kept informed of the process. <b>2 weeks</b></p>	
<p><b>Contract Signing</b></p> <p>The Networks Team will arrange for the contract to be signed internally and then by the venue. <b>1-2 days</b></p>	<p><b>MCB Approval</b></p> <p>Once the negotiations are complete, the Networks Team will send all supporting documents to the Member Communities Board for approval. <b>2 weeks</b></p>
<p><b>Contract Signing</b></p> <p>Once approval is received, the Networks Team will arrange for the contract to be signed internally and then by the venue. <b>1-2 days</b></p>	

Please do not hesitate to contact us if you have any questions [Networks@RSC.org](mailto:Networks@RSC.org) and [LegalServices@RSC.org](mailto:LegalServices@RSC.org)

	Funding Opportunity	Amount	Deadline
Networks Grants	<b>Annual Grant</b> Our Interest Groups and Local Sections will receive an annual grant following submission of the necessary financial reporting paperwork. <a href="mailto:Networks@rsc.org">Networks@rsc.org</a>	Calculated annually	Submission of financial reports
	<b>Top Up Fund</b> Top Up Funding is available for our Interest Groups and Local Sections in the UK and Ireland to apply for to help support their activities. Application forms for both Interest Groups and Local Sections can be downloaded from our Useful Forms and Documents webpage: <a href="https://www.rsc.org/FormsDocuments">rsc.org/FormsDocuments</a>	Up to £2,000	1 January 1 April 1 July 1 October
Outreach Grants	<b>Outreach Fund</b> Our Outreach Fund provides financial support to members, individuals and organisations in order to enable them to run chemistry-based public and schools engagement activities. <a href="https://www.rsc.org/awards-funding/funding/outreach-fund">rsc.org/awards-funding/funding/outreach-fund</a>	Small grant up to £2,000 Large grants between £2,000-£10,000	See website for deadlines Opens in Jan and closes in May, annually
	<b>International Year of the Periodic Table</b> Our IYPT Grants for Members support members, ChemSocs and Learn Chemistry Partnership schools to organise activities taking place through the year and celebrating IYPT <a href="https://www.rsc.org/iypt/iypt-member-grants">rsc.org/iypt/iypt-member-grants</a>	Up to £500	Rolling throughout 2019
	<b>Our IYPT Grants for Member Networks</b> is available to our member networks (Local Sections, Interest Groups, International Sections, Divisions, Education Division Regions and Analytical Division Regions) to support committees to develop and deliver a program of activities taking place throughout the year and celebrating IYPT 2019. <a href="https://www.rsc.org/iypt/iypt-member-grants">rsc.org/iypt/iypt-member-grants</a>	Up to £1,000	Rolling throughout 2019
For applications considering multiple IYPT grants or projects or require larger grants, please contact the Outreach Team: <a href="mailto:Outreach@rsc.org">Outreach@rsc.org</a>			
Event Grants	<b>Inclusion and Diversity Fund</b> Our Inclusion and Diversity Fund provides financial support for innovative products, activities and research projects that promote inclusion and diversity in the chemical science community <a href="https://www.rsc.org/awards-funding/funding/inclusion-diversity-fund/">rsc.org/awards-funding/funding/inclusion-diversity-fund/</a>	Up to £5,000	See website for deadline
	<b>Carers Grant</b> Our Carers Grant is available to carers to assist with the additional financial costs that you incur for care usually provided by you whilst you attend a chemistry related meeting, conference, workshop or professional development. <a href="https://www.rsc.org/campaigning-outreach/campaigning/individual-grants-for-carers/">rsc.org/campaigning-outreach/campaigning/individual-grants-for-carers/</a>	Up to £1,000	Always open
	<b>Travel Grants for PhD Students and Early Career Scientists</b> Funding for travel for PhD students, chemical scientists and technicians within 10 years of leaving full time education <a href="https://www.rsc.org/ScienceAndTechnology/Funding/division-travel-grants/">rsc.org/ScienceAndTechnology/Funding/division-travel-grants/</a>	Up to £800	Always open
Travel Grants	<b>Research Visits</b> These grants are available to members (some grants are also available to non-members) wishing to travel to building research collaborations, or to provide or receive training. <a href="https://www.rsc.org/funding">rsc.org/funding</a>	Varies	Varies
	<b>Subject-Specific Travel</b> These grants each support attendance at conferences on a specific area of chemistry. <a href="https://www.rsc.org/funding">rsc.org/funding</a>	Varies	Varies
Many of our Interest Groups and Local Sections also offer their own grants for members. Please contact <a href="mailto:Networks@RSC.org">Networks@RSC.org</a> if your group would like to set up their own grant.			

You can also find them online: [rsc.org/FormsDocuments](https://www.rsc.org/FormsDocuments)

# We want your feedback

We need your feedback to develop support and resources for you.

Please email [networks@rsc.org](mailto:networks@rsc.org) if you have any suggestions for any of the following:

- What training can we provide for committees? And how would you like to receive it?
- What support do you need for conferences or events?
- How can we improve the [Networks Newsletter](#)?

# Interest Group Forum

24 July 2019

# Interest Group Forum

## Agenda

International Year of the Periodic Table

RSC brand refresh

Data protection

Changes to the Annual Report

GoToMeeting and GoToWebinar

Submitted issues and topics for discussion and open questions



# International Year of the Periodic Table

Gemma Wood

24 July 2019





# Highlights

- Three teacher resource packs produced
- IYPT Show and Tell engagement activity launched
- Hands on resources for public engagement
- 23 IYPT community grants awarded totally over £40k
- 7 international sections have requested IYPT funding
- Participation in IUPAC IYPT launch event
- Global Women's breakfast events







# Highlights

- Joint RSC-Ri events programme
- Public lecture programme
- Over 2,000 copies of IYPT complimentary book of popular science chapters distributed
- IYPT themed journal issues
- Distribution of over 42,000 IYPT promotional items
- Dedicated Chemistry World content including features, opinion pieces and a graphic novel series telling a story of a different element per month



# Looking Forward

- Peter Wothers' Periodic Table exhibition to be hosted in Burlington House in August 2019
- IYPT public lecture series
- Two further collaborative events with the Ri
- Three additional teacher resource packs
- Third IYPT grant application deadline ([14 October 2019](#))
- IYPT Connect student programme in India
- Joint Burlington House Courtyard activities
- Projection of Periodic Table around the UK
- Additional IYPT themed resources and member grants

# Brand refresh

Claire Southgate

24 July 2019



# Our brand evolution

We needed our brand to better **match our ambitions**, and to reflect changes here and in our markets.

We have evolved our brand, **building on the recognition and trust** we have built within our community, and making sure the brand works for us in a **digital world**.

# Modernised logo



# Logo variations





# Brand resources

You can download branded templates from [rsc.org/FormsDocuments](https://rsc.org/FormsDocuments) in the *Promotional items and our brand* section

## Create your own templates

Replace the RSC logo with your network logo in the header of the Word template file or using the Slide Master View in PowerPoint


### Promotional items and our brand

Documents supporting the use of our brand centre and logo.

#### Downloadable Files


##### Brand Centre User Guide

Download the full document

 PDF (2306k)


##### Brand Centre FAQs

Frequently asked questions for Interest Groups

 PDF (316k)


##### Brand Centre FAQs

Frequently asked questions for Local Sections

 PDF (315k)


##### Brand Guidelines for Member Networks

Download the full document

 PDF (7415k)


##### A4 Template - Portrait

Download the template

 OCX (87k)


##### A4 Template - Landscape

Download the template

 OCX (113k)


##### Agenda Template for Member Networks

Download the template to use for member network committee meetings

 OCX (45k)


##### Minute Template for Member Networks

Download the template to use for member network committee meetings

 OCX (53k)


##### RSC branded powerpoint template for member networks - 4x3


Download this template to prepare branded presentations for member network events.

 PTX (936k)

##### RSC branded powerpoint template for member networks - 16x9

Download this widescreen template to prepare branded presentations for member network events.

 PTX (4459k)

PDF files require  Adobe Acrobat Reader

Find out more:  
[brand.rsc.org](http://brand.rsc.org)

# Data Protection

David Barr

24 July 2019



# Data protection top tips

## Reduction

- We need to minimise the privacy impact for our members – don't collect any data you don't need!

## Transparency

- Be open and clear about why you are collecting personal information and how you plan to use it

## Accountability

- Keep a record of when and why you contact members



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Find the handout online at [rsc.org/FormsDocuments](https://www.rsc.org/FormsDocuments)

# Member network Annual Reports

Aurora Walshe

24 July 2019

# Why do we need Annual Reports?

- So that we can collate data on all of your events and present to MNC and MCB
- We can use this information to develop resources for you
- The Annual Reports can be used to show your members what you've done recently



# Changes to the Annual Report form

2018 form – recording 2017 events:

EVENT KEY:

- Education Event (including outreach activities for school students or the general public)
- Public Lecture
- Retired Members Event
- Scientific Conference - 1 day
- Scientific Conference - multi day
- Social Event
- Training/workshop
- Award Lecture
- Other

<b>Event Name</b>	
<b>Event Type (key)</b>	
<b>Comments</b>	

The 2018 form had suggested event types, but the form was free text and without compulsory sections, which made it difficult to collate and cross-reference the data.

The 2018 form had no information about the target audience, so we had no way of knowing who these events were for.

# Changes to the Annual Report form

## 2019 form – recording 2018 events:

### Event Types:

- Award Lecture
- Education Event
- Networking Event
- Outreach Event
- Public Lecture
- Scientific Meeting (half-day, one-day or multi-day)
- Social Event
- Training/ Workshop
- Other

### Audience:

- Academics
- Consultants
- Early Career
- Industrialists
- Members of the public
- Postgraduates & PhD students
- Retired members
- School students
- School teachers
- Technicians & Support staff
- Undergraduates

We would like to know when your events are so that we can  
(1) plan when you need the most support, and  
(2) ensure that there are no conflicts with centrally organised events

We asked for information about the target audience of your event

If you wish to include more detailed information about any particularly successful events or advice to share please do so in the provided space. Please append electronic copies of any meeting reports, newsletters or relevant materials to this report.

For additional events please copy and paste the table and continue as necessary.

<b>Event Name</b>	Click or tap here to enter text.
<b>Event Type</b>	What kind of event is it?
<b>Audience</b>	Who was the target audience?
<b>Start Date</b>	Click or tap to enter the event start date.
<b>End Date</b>	Click or tap to enter the event end date (if applicable).
<b>No. Attendees</b>	Approx. number of delegates.
<b>Comments</b>	Please include additional information here.

This information helps us understand the scale of your events and the type of support you might need

We provided drop down menus to make it easier for us to collect consistent data

# Your feedback

We received feedback from member network Secretaries who returned 2018 Annual Reports and from Local Sections during Regional Steering Groups

- The categories set out for events are too rigid and do not represent reality
- I found the categories for attendees unhelpful as most of our events are targeted at members of shapes and sizes
- In future versions can the “target audience” bit for the meetings / future meetings have an “all of the above” option?
- The use of pre-populated boxes on the form made it impossible to provide answers in all the spaces indicated

# New online Annual Report form

The 2019 Annual Reports will be submitted using an online form. We are currently building and testing this, and hope to create a bespoke online portal for next year's reports.

In the meantime, here are some of the changes we want to make:

- Increased flexibility for audience and event types
- Prioritising inclusion and diversity within the form



# More flexibility

New question layouts will allow you to select multiple options for event and audience type

This will give you more options and greater flexibility, although we are looking to streamline this further

\* Please indicate the type of event and the target audience.

	Award Lecture	Education Event	Networking Event	Outreach Event	Public Lecture	Scientific Meeting (half-day or full-day)	Scientific Meeting (multi-day)	Social Event	Training/Workshop	Webinar	Other (Please give information below)
Academics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Career - Academia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Career - Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Career - Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrialists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members of the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postgraduates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retired members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RSC Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technicians & support staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

# Prioritising diversity & inclusion

Currently we ask you for diversity & inclusion information on the last page of the form:

## Diversity & Inclusion

### Please ensure this section is completed

Our trustees are aiming to embed diversity and inclusion in all of our activities and networks. Section 8 of our [online network handbook](#) contains more information to support our networks in achieving this and our Diversity team have [online Guides for Networks](#) that include actions and considerations for committees, and guides for inclusive communications and running inclusive events.

Please comment on how your group is showing that it has embraced Diversity and Inclusion within its practices. If you have diversity data from your events or activities, please include this information above.

We want you to tell us what steps you are taking to make your events inclusive and to encourage diverse participants and audiences.

Going forward, we will ask for this information for each event.

\* We recently adopted the following recommendations for Meetings, Conferences and Events in order to achieve genuine inclusion and diversity:

- improve the representation of diverse speakers, chairs and attendees in order to reach our target of **one third women** speakers, chairs and attendees
- improve the representation of diverse speakers, chairs and attendees in order to reach our target of **one fifth ethnicity and international diversity** at all events
- include a **diverse team of individuals in the organisation of any meeting, conference or event managed or supported by the RSC** to provide balance in decision-making and reduce risk of bias. Any sole organiser of events must consult with at least two others preferably with diverse backgrounds and experiences
- ensure that event **registration is inclusive** and considers all potential registrants
- ensure that **venues are accessible** and consider all potential attendees in the organisation.

Our Diversity team have [online Guides for Networks](#) that include actions and considerations for committees, and guides for inclusive communications and running inclusive events.

Does your event comply with these recommendations?

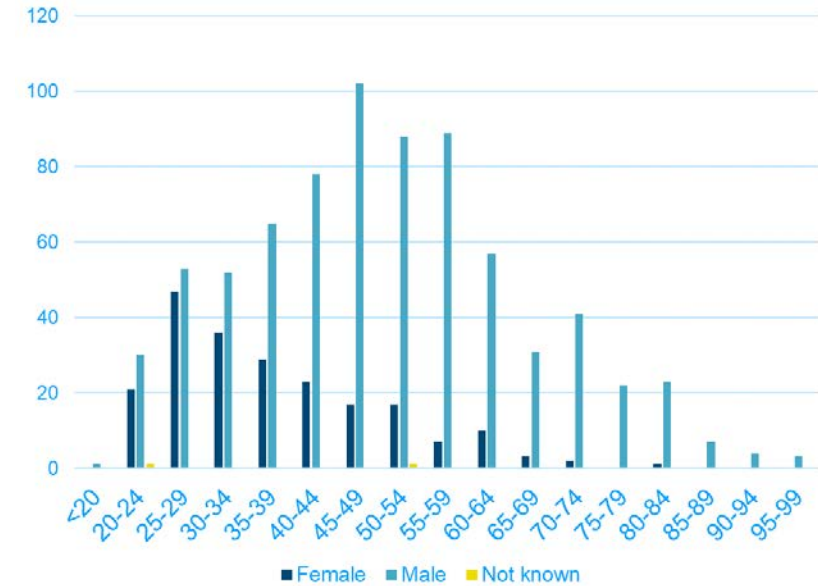
Yes  No

We appreciate that these recommendations are ambitious and it may not always be possible to achieve all of these conditions. Please provide any additional information you might have about the diversity of your speakers/audience and the steps you have taken to be inclusive:

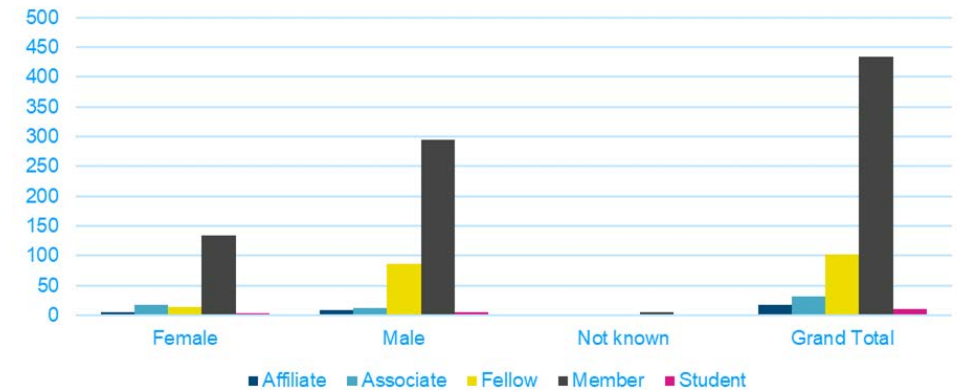
# Know your members

A demographic report will be provided once per year by the Networks team

- Anonymised summary tables of member type, age, and gender



Membership type by gender

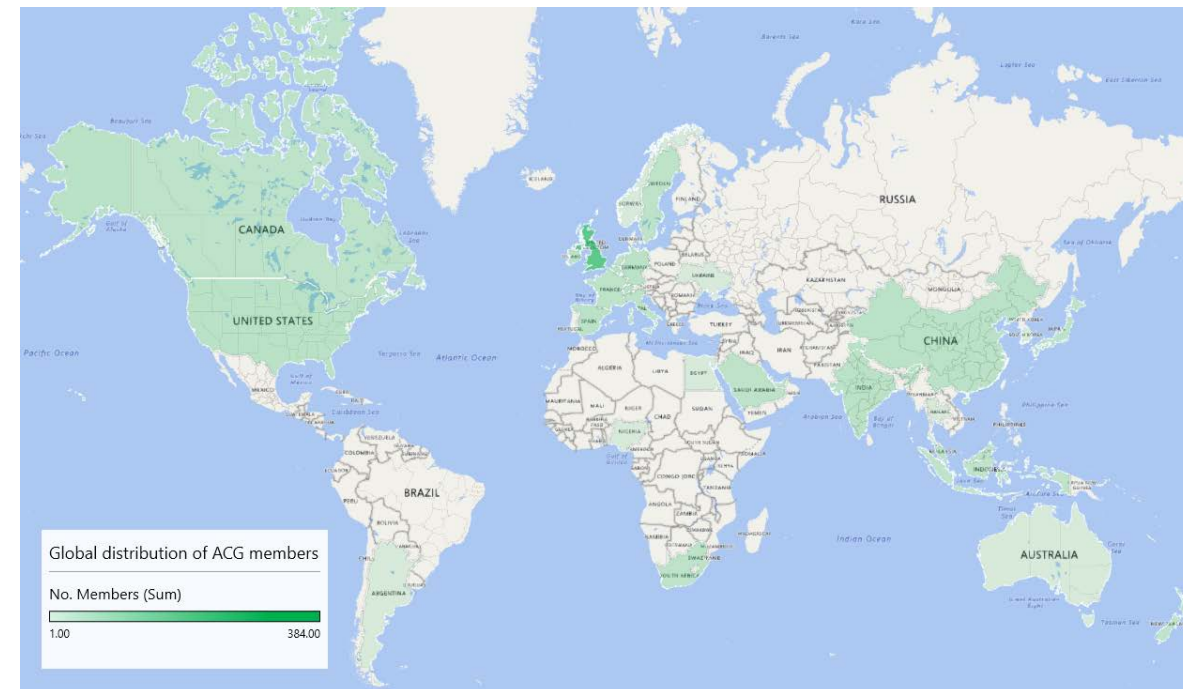
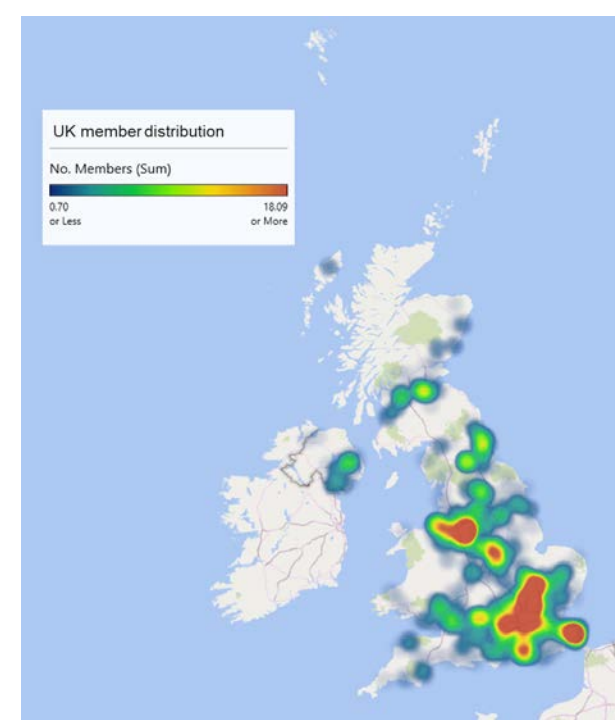




# Know your members

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- Anonymised summary tables of member type, age, and gender
- Map information for UK and international members



# Know your members

A demographic report will be provided once per year by the Networks team

- Anonymised summary tables of member type, age, and gender
- Map information for UK and international members
- Pivot table of career information that you can sort by member type, age, and country

Email the [Networks team](#) to request a demographics report for your group

Row Labels	Count of Job Type
Environmental Products/Services	1
FE/Sixth Form College	1
Hospital	1
Inorganics	1
Not In Employment	4
Not Known	1
Other Manufacturing Industry	3
Other Service-Based Industry	1
Petrochemicals	2
Pharmaceuticals	1
Research Association/Centre	4
Soaps/Detergents	1
<b>Grand Total</b>	<b>21</b>

**PivotTable Fields**

Choose fields to add to report: [Settings]

Search [Search]

Membership category  
 Age range  
 Country  
 Job Type  
 Company Type

MORE TABLES...

Drag fields between areas below:

**FILTERS**

Membership ...  
Age range  
Country

**ROWS**

Company Ty...

**VALUES**

Count of Job ...

Defer Layout Update **UPDATE**

# Can you help?

We want to make the Annual Report easier for Secretaries to complete.

Email [networks@rsc.org](mailto:networks@rsc.org) if you would like to help test our new online form





**Thank you**  
[networks@rsc.org](mailto:networks@rsc.org)



# Launching GoTo Meeting GoTo Webinar

Becky Winsbury

24 July 2019



# GoToMeeting

- Improves access to meeting
  - Computer (VoIP) and phone compatible
- Share your webcam
- Share your screen
  - Present your meeting agenda

Why not try it at your next committee meeting?



# GoToWebinar

- Present to a wide audience online
- Engage with the audience using chat, polls and handouts
- Record your webinar and share the recording with your network

Why not try it for a future event?

# How to book

**Step 1:** Visit [www.rsc.org/FormsDocuments](http://www.rsc.org/FormsDocuments)

**Step 2:** Complete the form and return it to [networksmeetings@rsc.org](mailto:networksmeetings@rsc.org)


*We will schedule your meeting for you and send you the access/registration details.*

**Step 3:** Share the details for your meeting or webinar with your network

## Downloadable Files


### 2018 Annual Report Form

All Secretaries must complete this form to report all networks activities in 2018

 Word (140k)


### Member and non-member expenses form

Download the expenses form and save to locally before using

 Excel (476k)


### Submission and Approval of Member and Non-Member Expenses

Guidelines for submission and Approval of Member and Non-Member Expenses

 PDF (180k)


### Contract and MCB Approval Form

Legal questionnaire and MCB approval form to be submitted with all contracts

 OCX (77k)


### How to organise an RSC event

Download guidance from other members on organising events

 PDF (706k)


### Request for online registration support from the Events Team

Download the form

 Word (77k)


### GoToMeeting Booking Form

Booking form for member networks to schedule their GoToMeeting

 OCX (96k)


### GoToWebinar Booking Form Part 1


Booking form for member networks to schedule their GoToWebinar

 OCX (187k)

### GoToWebinar Booking Form Part 2 (optional)

Booking form for using additional features in GoToWebinar

 OCX (89k)

PDF files require  Adobe Acrobat Reader



# Live Training



- Using GoToWebinar – RSC webinar for member networks
- Thursday 22 August 2019
- 12:30–13:30
- [www.rsc.org/events/detail/40191/using-gotowebinar-rsc-webinar-for-member-networks](http://www.rsc.org/events/detail/40191/using-gotowebinar-rsc-webinar-for-member-networks)



- Using GoToMeeting – RSC webinar for member networks
- Tuesday 3 September 2019
- 12:30–13:30
- [www.rsc.org/events/detail/40190/using-gotomeeting-rsc-webinar-for-member-networks](http://www.rsc.org/events/detail/40190/using-gotomeeting-rsc-webinar-for-member-networks)

What other training would you like to see here?

**Let us know!**



**Thank you**  
[networksmeetings@rsc.org](mailto:networksmeetings@rsc.org)



# Your questions

Please find below our  
answers to your questions

## Interest Group Forum 2019

1. Governance and committees
2. Interest Group engagement and collaboration with RSC activities
3. Emails to members and Data Protection
4. Event planning and organisation
5. Event promotion
6. Brand and promotional materials

Governance and committees	
How do Interest Groups and Divisions interact?	<p>Representatives from the Interest Groups and Divisions sit together on the Member Communities Board.</p> <p>We actively encourage Divisions to identify Interest Groups with interests overlapping with their own and to interact with them. Please note that while some groups overlap with more than one Division, some might not overlap with any.</p>
How can communication about funding for Interest Groups be made more transparent?	<p>You will find in your delegates' bags a handout that includes all of the forms of funding available to member networks from RSC grants and programmes. This handout can be downloaded from <a href="http://rsc.org/formdocuments">rsc.org/formdocuments</a>.</p> <p>We ask that you please take these mechanisms into account when planning your annual budget and plan accordingly. In particular, please take note of the deadlines and follow the guidelines – we have designed the application processes with transparency and fairness in mind and we ask that you please follow the guidelines.</p>
How can we recruit members from specific demographics to the committee (e.g. early career, industry, etc.)?	<p>If you realise that your committee has a gap in its representation, you can open a call for committee members to your membership asking your members to put themselves forward. You can find the template for the e-alert to open a call on <a href="http://rsc.org/formdocuments">rsc.org/formdocuments</a>.</p> <p>We have prepared a handout that outlines the elections process. This clarifies the steps of the election process and the responsibilities of the committee members and Networks team. This is available to download from <a href="http://rsc.org/formdocuments">rsc.org/formdocuments</a>.</p> <p>Regarding inclusivity for member network committees: please note that <b>any member</b> can be a member of a committee, including Student and Affiliate members. We are continuously looking for ways to make it easier for members to join committees and take part in committee activities – for example, dialling in through GoToMeeting might be easier than travelling. It is also important to remember that committee members can claim travel expenses for meetings.</p>
Are committee terms of office enforced?	<p>While we value the wealth of knowledge from experienced committee members, it is essential to encourage a turnover on our committees to benefit from the wider, diverse community.</p>



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	<p>The <a href="#">Rules and Guidance Notes for Member Networks</a> outline the current guidance for terms of office. It is important to note that there is a level of flexibility included in these rules: if your committee struggles to recruit a new member to replace Volunteer X, or if the committee feels that Volunteer X is needed to remain on the committee to ensure the continuation of activities, then a proposal can be sent to Member Networks Committee for approval to extend Volunteer X's term of office by 1 year.</p> <p>The Networks team can help you to open a call for committee members and hold an election. You can find the template for the e-alert to open a call on <a href="http://rsc.org/formsdocuments">rsc.org/formsdocuments</a>.</p>
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Interest Group engagement and collaboration with RSC activities	
<p>Can we work closer with RSC publications?</p>	<p>We are looking for ways to encourage better overlap and collaboration between RSC Publishing and Interest Groups.</p> <p>We are working with Chemistry World to include advertising for Interest Group events online and in the magazine, and with Education in Chemistry to identify opportunities to promote education Interest Groups on their new digital platform.</p>
<p>How can we promote the Education Division and educational Interest Groups to members who join through the LearnChemistry partnership?</p>	<p>When a school signs up to the LearnChemistry Partnership they receive one free membership for a teacher or member of staff at the school. It is important to note that members who become members because of the LearnChemistry Partnership receive the same Interest Group notification email two weeks after they join as all new members do.</p> <p>We are looking into mechanisms of communication to promote Interest Groups within the LCP scheme, for example, <i>via</i> the LCP newsletter.</p>
<p>What is being done to promote benefits of RSC professional recognition among employers in industry and how can Interest Groups help?</p>	<p>The Chartered and Registered programmes are coordinated by the RSC Accreditation and Careers team. The team has a devoted strategy centred on promoting the CChem and RSci programmes, which includes generating industry links and working with the RSC Careers Management service.</p> <p>We have been working on a general update about the programme for the <a href="#">Networks Newsletter</a>, and a specific update for Interest Groups about how you could engage with the programme. However, the team member we were working with has since gotten another role in the organisation. We plan to work with her replacement in the coming weeks and months. Any information we receive will be shared via email or in the Networks Newsletter.</p>

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Emails to members and Data Protection	
Is there anything we can do about data preferences for emails?	<p>We are aware that this is a big issue for our networks, and it is something that we are working on.</p> <p>In the meantime, please note that <b>targeted communications</b> can lower unsubscribe rates. Please tailor your mailing list to the subject of the event, not necessarily to overlapping Interest Group communities.</p>
If someone registers for an event on your behalf and doesn't "opt in" to communications, can this unsubscribe you from emails?	Yes. Under the current data protection legislation, we require consent to email members. If someone does not opt in to communications, our system will unsubscribe them.
Why can't we know who our members are?	You can: we can send you anonymised demographic reports that contain age, gender, geographical and career stage and employment type breakdowns. You can request a report from <a href="mailto:networks@rsc.org">networks@rsc.org</a> .
Why can't we contact our members?	We can let you have the contact details to email your members directly but we do ask that you familiarise yourself with the data processing guidelines and requirements to ensure that you remain compliant. Our processes can be found at <a href="http://rsc.org/formsdocuments">rsc.org/formsdocuments</a> .
Why can't we email all of our members through the networks team? People are not receiving information about their Interest Groups.	We know that we have issues with our mass email system and our email preferences and there is an ongoing project to improve our membership database and to improve our communication channels to ensure that Interest Group members are receiving all of your messages.

Event planning and organisation	
Organising contracts for meetings is becoming rather time-consuming. Does the RSC have a list of venues that are "approved" or that they have existing arrangements with?	<p>The Terms &amp; Conditions are negotiated with venues each time, however, the process has been streamlined so that the RSC Legal team now focus on three key aspects of the T&amp;Cs:</p> <ul style="list-style-type: none"> <li>- Data protection</li> <li>- Liability cap</li> <li>- Insurance</li> </ul> <p>This has sped up the process considerably.</p> <p>One way that you can speed up the process is by checking with your desired venue what the liability is for hiring that venue. If the liability is uncapped or unlimited, then extra consideration will be needed before we can approve a contract for an event there.</p>

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<p>How do we encourage speakers that represent the full diversity of Chemistry?</p>	<p>Having a diverse organising committee is a great first step for organising an inclusive event.</p> <p>If you have the option to invite speakers, we would encourage you to invite speakers from different backgrounds (gender, age, academia or industry, etc.) and invite your keynotes, plenaries, etc., in stages so that you can have a diverse line-up.</p> <p>It might be useful to consider changing the day or time of your meeting or event to make it more accessible for different audiences. It is also important to consider accessibility when planning your event and to include this information in your promotional materials.</p>
<p>Are there examples of success in attracting and engaging with younger people at earlier stages of their career?</p>	<p>Yes, and hopefully you can learn more about this and learn from each other during this afternoon's session.</p> <p>It is important to proactively identify your early career members and support them with relevant events. We can provide information about the demographics of your Interest Group so that you can see where your members are and where they work. We can also help you recruit early career members to your committee – committee membership should be recognised as a development opportunity for early career members.</p>
<p>How can we increase our outreach activities?</p>	<p>This depends on what type of outreach you would like to do and for what purpose. Please note that the purpose of an Interest Group is to support their community, so outreach activities aimed at enthusing children about science might be better supported or run through your Local Section.</p> <p>If you would like to promote <b>your subject</b> to the public or to children, then we might be able to help you to develop resources by connecting you with our Education team or regional Education Coordinators and our Outreach team.</p>

<p><b>Event promotion</b></p>	
<p>How do other groups encourage membership and participation when there is a plethora of different events to choose from?</p>	<p>Social media is the easiest way to broadcast your message and reach different members of your community. We will be organising social media training for Interest Group committee members in the coming months. <a href="#">Let us know</a> if you would like to take part and if there is anything in particular you would like to be included.</p> <p>Targeted and tailored communications can help you promote your events to members. We can target e-alerts by geography, career type, etc., which you might find useful when trying to find the members who are most likely to want to go to your event. For more information, see the <i>How to write an e-alert</i> handout on <a href="https://www.rsc.org/formsdocuments">rsc.org/formsdocuments</a>.</p>

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<p>We have had difficulties with getting regular website updates...</p>	<p>All member network pages are updated by the Networks team (Fiona, Becky &amp; Aurora). We do try to do some updates each week, however the system is old and what seems like a small change can take a long time. Unfortunately, this means that we do not have the capacity to make all of the updates as and when they come in. We prioritise obituaries and, where possible, time sensitive updates.</p> <p>We are aware that this is a frustration for you and we are trying to do more.</p>
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<p><b>Brand and promotional materials</b></p>	
<p>Can Interest Groups have some space in Burlington House to keep promotional material?</p>	<p>Unfortunately not. We have 139 member network committees, 71 of these are Interest Groups. There is simply not enough space to hold materials long-term.</p> <p>We can post materials from the <a href="#">Brand Centre</a> to Burlington House if you know you will be in Burlington House within a week or two, however please email <a href="#">Burlington House Reception</a> so that we can coordinate this.</p>
<p>What is the best practise for generating marketing materials?</p>	<p>You can generate and print a variety of materials on the <a href="#">Brand Centre</a>. Your Secretary should have access to your committee's login details, please <a href="#">contact the Networks</a> team if not.</p> <p>Each committee is allocated £400 credit on Brand Centre on 1 January each year. We will notify you when you have less than £100 remaining of your credit, or if you overspend. Any overspend will be deducted from the following year's annual grant.</p> <p>Regarding printed materials such as flyers, it is important to weigh the need for hard copy resources versus their environmental impact and the fact that hard copy resources can go out of date quickly, particularly when a majority of event promotion can be done electronically.</p>
<p>Can we access new brand PowerPoint templates and can we change the main logo on the slides to our group logo?</p>	<p>Yes. There are two versions (4:3 and 16:9) available on <a href="#">rsc.org/formsdocuments</a> for you to download and use.</p> <p>You can replace the corporate RSC logo with your logo in the PowerPoint Slide Master View.</p>
<p>Are there any guidelines on how to use the logo when collaborating with other organisations?</p>	<p>We would recommend using both logos side by side.</p> <p>You can find multiple versions of the corporate RSC logo and the guidelines on how to use them on <a href="#">brand.rsc.org</a>, however if there are any situations which arise where the appropriate usage of the logo is unclear you can contact our brand lead through the Networks Team.</p>





**Thank you**  
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