

I · N · T · B · A · U

International Network for Traditional Building, Architecture & Urbanism
PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES

INTBAU Design Workshops and Charrettes INTBAU Guide document 2

Considerations for partner organisations planning an event.

The four levels of organisation required

There are four levels of organisation for any successful event. Each has a number of subsections as outlined below. It is strongly recommended to obtain advice from someone who has run such an event before setting out.

1. The **intellectual** component, comprising:

1.1 - the project brief, which needs to be realistically framed and achievable;

1.2 - the charrette, which needs a space, pencils paper projectors etc, chairs, tables and so on;

1.3 - the guest lecturers on local history, regulations, previous proposals, architectural history, etc, etc.;

1.4 - the support of a good local partner and the local "stake holders" (the Local Authority, the State, the Federal government if necessary, local businesses and community groups, charities, adjoining residents etc.).

2. The **travel and accommodation and food** component, comprising:

2.1 - travel to the location for participants (usually paid by the participants);

2.2 - the hotel accommodation for participants (best if they all stay in one place) (usually paid by the participants);

2.3 - food for participants if it's provided, otherwise they go out for lunch, but that might need to be planned if there are very few local restaurants. Usually it's good to keep everyone together;

2.4 - special dinners etc at the start and finish of the event;

2.5 - travel to and from the studio, on the excursions, to and from the airport or the train station if it's not easily accessible.

3. The **recruitment of participants** and publicity component:

3.1 - local advertising;

3.2 - Internet publicity and posting email groups and mail outs;

3.3 - recruitment of students etc from the country concerned;

3.4 - writing letters so that foreign participants can obtain visas for travel.

4. The **follow-up** to the actual event:

4.1 - documentation, web site, publicity, press releases;

4.2 - meetings with local officials and developers;

4.3 - refinement of the proposal;

4.4 - production of the final report;

4.5 - continuing involvement if necessary.

Notes

- The participants will need access to reprographic equipment - including scanners, digital cameras, printers or photocopier at up to A0 size (depending on the size of the project) - at any time of day or night.
- When planning an event with foreign participants it is desirable that at least 50% of participants speak the local language as well as English.
- There may well be specific issues not covered here, for example the special dietary needs of participants (vegetarian, kosher, etc) and other issues.

Dr Matthew Hardy
Secretary, INTBAU
August 2006 v.3