International Study and Language Institute
SE-EAP- Getting started guide

SE-EAP events are intended to be informal local events, allowing participants to share ideas on EAP practice and form collaborative networks if they wish. Local institutions take turns to host events and to date have been free of charge. They are usually an afternoon session, to allow maximum participation.

If your institution is planning on hosting a SE-EAP event, the following may be of use for setting up. It is intended only as a guide; please do let us know if you have additional advice to add to this.

Planning and preparations
Plan the event

- Choose a possible date, a topic and if possible a format (workshop/talk/sharing of ideas)
- Book a room now (or when you have an idea of numbers)
- Make poster &/or e-mail message with date/venue/topic

Announcements

- Send out notices announcing event (ask for confirmation of attendance by X date)
- Put date and information on EAP in the South East Web page http://se-eap.weebly.com/ (contact Anne Vicary to do this: a.m.vicary@reading.ac.uk)
- E-mail those on SE-EAP contact list (contact Anne for the most up to date list)
- Via BALEAP list (BALEAP@JISCMAIL.AC.UK)
- Also ask information to be put on BALEAP web site (BALEAP web officer: web@baleap.org)
- You may wish to inform publishers- e.g. Garnet, Cambridge, Oxford, MacMillan

Preparations nearer the time

- Collate list of those joining
- Confirm room booking; organise tea/coffee if offering/depending on length of session (if possible)

On the day
- Put up posters if needed for directions
- At event ask for interest in hosting next session; check any new participants are happy to be added to a mailing/contact list for EAP in the North events

Post-event

- Upload useful materials /ppt presentations/photos to the SE-EAP website