

## MEMBER TO MEMBER WORKSHOPS – NEW FORMAT!

Member-to-member workshops are hosted by members, for members. They are a great way to share skills and expertise; get answers to business questions; build relationships and make quality contacts.

Buckinghamshire Business First will provide a room and some promotional support but essentially this is a chance for our members to connect, share knowledge and build a stronger network of businesses across Buckinghamshire.

There will now be 2 Member-to Member workshops per month:

- First Wednesday of the month - [Chesham Hub](#), Chesham Library, Chesham
- Third Wednesday of the month - [Saunderton Hub](#), Clare Charity Centre, Saunderton

### What is the new process?

- All members are welcome to submit an idea for a Member-to Member workshop\*. The topic should be relevant and of value to other members and attendees should leave with a clearer understanding of the chosen topic and how it relates to their business.
- Once you have your topic, send in your proposal to [events@bbf.uk.com](mailto:events@bbf.uk.com)
- Your proposal should clearly outline the subject, audience and benefits for attendees.
- Workshop duration is a maximum of 90 minutes and the capacity of the room is up to 10 delegates.
- Your proposal has to be agreed by BBF prior to the workshop and you may be invited to come in for further discussions.
- The workshop must be free of charge for delegates to attend.
- Once the workshop and date is agreed, the room is booked via BBF.

### BBF Support Package

- Free of charge – a room that seats up to 10 people
- Free of charge – use of a flip chart, projector
- Free of charge – tea and coffee
- Free advertising in the monthly Events Newsletter
- Free mention to our LinkedIn groups and on our website

## Bookings and promotion

- BBF will support the promotion by including the event in our member newsletter – please provide promotional copy (up to 250 words) and your bio (up to 100 words) – BBF have the right to edit this as appropriate.
- Bookings are managed by you. We recommend that you over-book by 20% to allow for drop outs on the day. You are responsible for all communications with your delegates.
- Please do not rely solely on BBF to promote the workshop for you - advise all your network and contacts of the workshop and raise awareness through our social media channels.
- You do your own PR.
- Please ensure that all delegates are registered as BBF members prior to the date of the workshop.
- Past experience tells us that attendees react negatively to “sales pitches”, so we advise that you should avoid this. A good workshop is your best form of advertising.

## Terms and Conditions

- \*BBF is responsible for the content of the workshop programme. Therefore, some proposals may not be successful. This will be because the topic is deemed not to be suitable, is already planned in by another member or has recently been held.
- BBF's decision is final.
- A representative from BBF will attend all workshops.
- BBF will provide evaluation sheets – which you should ask all delegates to fill in at the end of the workshop.
- A list of delegates must be provided to BBF one week prior to the date of the workshop, so that we can advise reception who to expect on the day.
- No BBF endorsement of the Member to Member event is implied by our attendance.

**Member to Member Workshops are just one of the benefits of BBF Membership, see [www.bbf.uk.com](http://www.bbf.uk.com) to find out more about...**

- [Networking events](#)
- [Events programme](#)
- [Member to Member offers](#)
- [Free meeting space at our Business Hubs](#)
- [BBF LinkedIn group](#)
- [Twitter](#)
- [Business Directory](#)