



Agenda 2025

Group 3



Welcome!

We are excited to welcome our Clubs, Societies and Nerve Committee members to this years training conference!

We hope you are excited to get back to hosting your regular activity and encourage you to make the most of the Conference sessions so you can continue to grow as student-led communities!

This year's conference is bigger and better than ever! Taking over two floors of the Executive Business Centre. **You have been allocated to Group 3.** On arrival, please make your way to registration on the **third floor**. It is imperative you go to the floor you have been assigned.

Compulsory Content

Committee Conference (ComCon) is divided into two types of content. Your core, required content will be delivered to all attendees. All sessions will take place in **EB306**. These sessions are as follows:

09:00	Registration opens for Group 3 on the Third Floor of the Executive Business Centre
09:30	Welcome Address from your Full Time Officers and general housekeeping
09:45	Committee Responsibilities and Expectations <i>This session will focus on our expectations of you as Committee members, as well as what support you can expect from SUBU during your time in post.</i>
10:15	Do it once and Do it Right: Managing your Members safety <i>All Committee members are responsible for the safety of your members during your events and activities. This session will give you an overview of your Health and Safety processes and a deep dive into risk assessments.</i>
10:45	10 Minute comfort break
11:00	Inclusivity and Accessibility <i>Explore how to make your activities more accessible and inclusive by considering diverse needs, reducing communication barriers, and knowing where to signpost students for extra support.</i>

Compulsory Content

11:30	Conduct and Disclosure Training <i>This session will cover; SUBU complaints processes, responding to disclosures and Active Bystander training</i>
12:30	Lunch - Provided by SUBU
13:30	Making the most of your Finances <i>For this session, we will look at your finance processes to help you make most of your Society funds. For this session, all Nerve Committee members will be joining Shani, your Head of Nerve for a bespoke Nerve finance session.</i>
14:00	Event Planning <i>This session will focus on how to plan your events and will have a chance to plan a hypothetical winter social so you can put those steps into practice.</i>
14:30	10 Minute comfort break

A break at 14:30 will conclude the core, all-attendee content, the following sessions will give you options in what to attend.

Please note, you must attend a session in each of the following slots for your attendance to the Conference to be counted.

Elective Content - Session 1

Attend one per time slot. We recommend dividing your Committee between the sessions to get the most out of the day.

14:45

Option 1: Marketing your Club Social Media

Everything you need to know to make the most out of your socials as a club/society. From a crash course in what social media's about, do's and don't to the importance of analytics and how you can collaborate with SUBU to promote content.

Location: EB306

Option 2: Campaigns

Want to enact change or raise awareness of an issue but not sure where to start? Learn the skills to run a successful campaign, become a force to be reckoned with and get your voice heard!

Location: EB302

Option 3: Sponsorships

Sponsorships are a great way to enrich your members' experience – if you get something good out of it! Join us for this session exploring what makes a good sponsorship, the things you need to know to build your offer and attract good sponsors.

Location: EB303

Elective Content - Session 2

Attend one per time slot. We recommend dividing your Committee between the sessions to get the most out of the day.

15:20

Option 1: Attracting New Members

Whether you are a well-established society or a brand new one, this session can teach you how to get your soc into the spotlight and find new members. From Freshers Fair first impressions, to Give It A Go sessions, and more!

Location: EB306

Option 2: Star Grading

What is Star Grading, and why does it matter? Learn all about it, the perks and benefits to societies for having it, the way it works, and how to achieve Star Status easily in this session.

Location: EB302

Option 3: Conflict Resolution

Conflicts happen—don't fear them! Learn simple, practical ways to communicate better, solve problems, and turn clashes into opportunities to build stronger teams.

Location: EB303

Elective Content - Session 3

Attend one per time slot. We recommend dividing your Committee between the sessions to get the most out of the day.

15:55

Option 1: Volunteering

Find out how SUBU's online Volunteering Hub can get you connected with charities and community projects, and how you can track your volunteering skills and hours to shine on your club or society and buff up your own C.V.

Location: EB306

Option 2: International Trips

Planning an International Trip for your club can be intimidating: what if it's too expensive? What if we lose someone? With this session, we can guarantee you will have all the tools to create and run a trip that will leave your members with memories to last a lifetime

Location: EB302

Option 3: High Risk Society Induction

This session is compulsory for the Health and Safety Officer and one other Committee member of each High-Risk Society. If this session applies to you, you have been contacted ahead of your attendance at the conference.

Location: EB303

16:30

Final Notices and Closing Plenary - All Attendees

Location: EB206

17:00

End of Conference

Optional Networking Social at
The Old Fire Station 17:00-19:00

