# Hosting FLAN Instructions / guidance for anyone planning a FLAN event

**Compiled by the FLAN Steering Group, with FutureLearn, July 2021**

In terms of being a host, the steering group and Sam Pocknell at FutureLearn (flan@futurelearn.com) help with the planning, comms and technical setup.

Communicate with the organising committee on the topic for the FLAN (you can choose / direct it as much or little as you like)

## Organiser actions

* Join a call with the organising committee 6-8 weeks before the FLAN event to agree the date, time and theme of the event and how it will be organised (talks, workshops, hackathon etc)
* Draft a call for proposals on the agreed theme, run it past the steering committee and then pass to Sam for distribution via email (Rebecca Ferguson will add it to the Facebook group)
* Optional – but ideally – identify speaker(s) at the host institution for one or more sessions at the event
* Receive proposals from either the speakers directly or via Sam (if they are sent to FutureLearn).
* Around two weeks before the event, meet with the organising committee to discuss submissions. These are rarely rejected, but amendments might be suggested, or a paper might be held over if the programme is very full. On the other hand, if there have been few submissions, the steering committee can help to find people to fill the gaps.
* Set up the agenda for the day - including the speakers and the abstracts, plus any other session slots, such as discussions or workshops. Run this past the organising committee, and then pass to Sam for distribution.
* Host the FLAN session, often welcoming, doing some host management, running the agenda and handing over to speakers etc. on the day.
* Arrange for slides to be sent to Sam so that a record of the event can be added to the partner blog.

## FutureLearn actions

* Sam circulates agreed call for proposals to FLAN mailing list.
* Sam handles registration.
* Sam passes on to the organisers any proposals that are submitted to FutureLearn.
* Sam sets up Zoom and adds details to the agenda, also adding event hashtag.
* Sam circulates the agenda.
* One or more FutureLearn representatives are present throughout to support the session / event to be sure they can be host / screenshare and record etc.
* Sam ensures a record of the event is added to the FutureLearn partner blog.

## FLAN steering group

Rebecca Ferguson [rebecca.ferguson@open.ac.uk](mailto:rebecca.ferguson@open.ac.uk)

Eileen Scanlon [eileen.scanlon@open.ac.uk](mailto:eileen.scanlon@open.ac.uk)

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Others are always welcome to join the steering group - please contact a current member to find out more.

## FLAN contacts at FutureLearn

Sam Pocknell [sam.pocknell@futurelearn.com](mailto:sam.pocknell@futurelearn.com) and [flan@futurelearn.com](mailto:flan@futurelearn.com)

Astrid Derrider (VP Content and Learning

Duncan Kemp (Educator engagement lead)

Ian McIlwain (VP Partnerships and Business Development)

Katy Weber (Academic Engagement Lead / Senior Partnership Manager North America)

## Example call for papers

Subject: FutureLearn Academic Network / FLAN - call for papers / next session [21 May 2022]

Dear all

The next FutureLearn Academic Network (FLAN) meeting will take place online on [Friday 21 May 2022] between [2pm and 5pm BST / UCT+1] (session timings to be confirmed). It will be hosted by FutureLearn and delivered via Zoom.

FLAN is run by its members and we would like to invite you to present. This invite includes all researchers, PhD students, course developers, educators and practitioners to submit proposals for presentations on the theme of Looking Ahead. We encourage presentations based on [Building on Research, Evidence-Driven Next Steps, and Building a Better Era. We would also welcome any suggestions of presentations or sessions related to COVID-19 - given it's been such a topic over the past 12+ months].

The theme should be interpreted flexibly, and presentations can be in any format: slides, case study, report from research, demo, discussion or workshop. Each presentation normally lasts around 20 minutes but please do make creative suggestions and encourage your colleagues to join in with contributions too.

Please send a brief abstract (100 words) to [your email] by [Fri 7 May] so we can circulate an agenda for the day.

If you have not been involved in FLAN before, the organisation was established in 2013 in order to connect staff and students, based at FutureLearn partner institutions, share research and explore shared research opportunities. These include joint research bids and publications, comparative studies using shared FutureLearn data, course designs, and methods to analyse and evaluate courses.

Attendance at FLAN events is free for those from FutureLearn partner institutions. It is an opportunity to catch up with research into FutureLearn and MOOCs, and to talk informally with colleagues from other FutureLearn partner organisations. FLAN also hosts a closed Facebook Group to exchange ideas and propose themes. Contact rebecca.ferguson@open.ac.uk to join the Facebook group.

If you would like to attend, please email flan@futurelearn.com (you can forward this email to others too)’

The event will be recorded, and recordings posted on the FutureLearn Partner Site together with any slides/papers etc for those who cannot make it.

We look forward to your participation at FLAN [this May].

With best wishes

[Local organisers and steering committee]

## FLAN Agenda template

<https://docs.google.com/document/d/1kIIkK5SsSedwIRLlrZ8OnVlLORTS64yDPONbxcJUzXU/edit?usp=sharing>