

# CHAIR'S RESOURCES

## REGIONS

### Regions manual

### Key dates and deadlines



### GROUPS AND SOCIETY CONTACTS

Contact your regional group and society representatives to arrange joint events - there's no cap!

#### CIBSE PATRONS

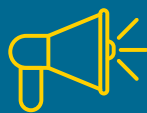
The Patrons can provide sponsorship and host venues for meetings and events, as well as partnerships with employers and more. Contact them at [patrons@cibse.org](mailto:patrons@cibse.org).

### GUIDANCE AND POLICIES

- Blank RLC report
- AGM template
- Rules for Regions
- Committee role descriptions
- Almoners guidance
- CIBSE inclusivity guidance
- GDPR for volunteers
- List of Regions and inaugurations
- CIBSE governance structure



### PROMOTE MEMBERSHIP



Use these slides to promote CIBSE membership at your regional events

### GET TO KNOW YOUR REGION

Contact [regions@cibse.org](mailto:regions@cibse.org) to request:

- Up-to-date membership statistics and breakdowns
- Email open rates
- Website statistics
- The geographical coverage of your region



### EVENT AND MEETING GUIDANCE

- Blank region event request form
- Eventbrite tutorial
- How to organise a webinar on Microsoft Teams
- CIBSE Speakers guide
- Expenses claim form - return to [regions@cibse.org](mailto:regions@cibse.org)



## MICROSOFT 365 ACCOUNTS

#### Use your Team to:

- Store your committee papers
- Talk to your committee
- Organise committee meetings
- Host regional webinars

Your Microsoft 365 account gives you access to your regional email address and a Microsoft Teams' account.

Your email address will be [yourregion@cibse.org](mailto:yourregion@cibse.org). You can use this email address to contact members. It will be the username for your Microsoft Teams account.

Add [regions@cibse.org](mailto:regions@cibse.org) as a Team admin.

### SUBMITTING TO THE CIBSE JOURNAL

The CIBSE Journal are keen to include round ups on the latest regional activity and special events.

Contact [nhurley@cibse.org](mailto:nhurley@cibse.org) to get your region included.

### WEBSITE, BRANDING AND SOCIAL MEDIA

- Corporate brand guidelines
- Social media guidelines
- Social media presentation
- Website content editing guide for networks



**Want to send a newsletter to your region?**  
Send your content to [regions@cibse.org](mailto:regions@cibse.org)