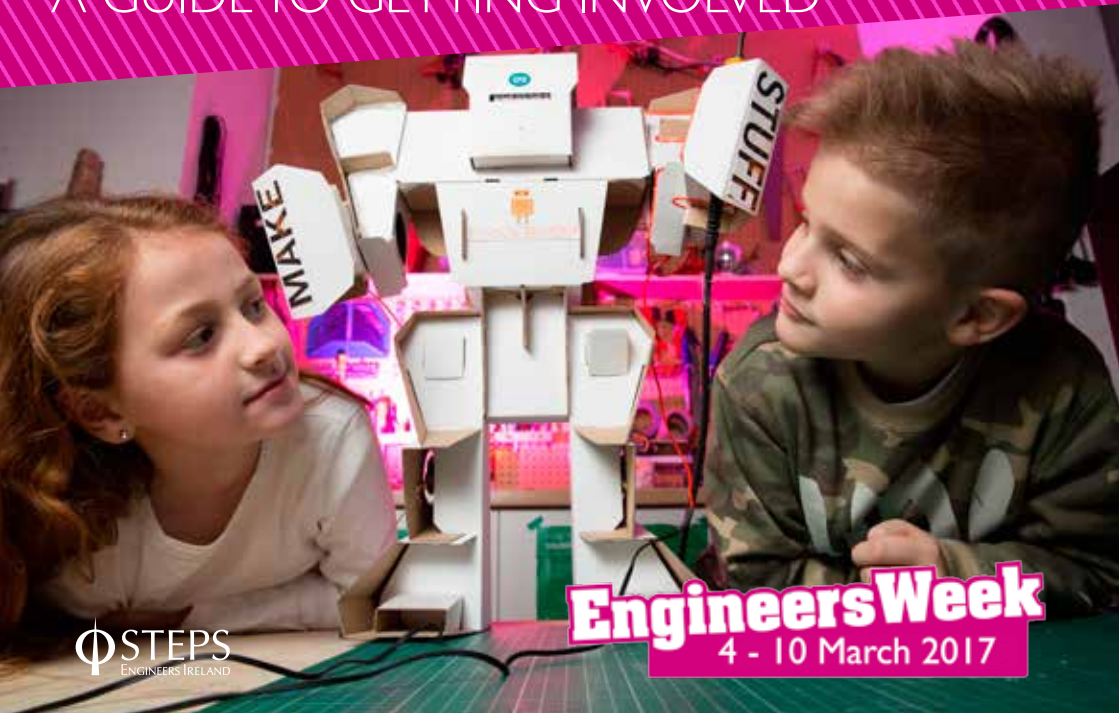


# A GUIDE TO GETTING INVOLVED





### WHAT IS ENGINEERS WEEK?

Engineers Week is a week-long programme of nationwide events celebrating the world of engineering in Ireland. The aim of the week is to create a positive awareness of and spark enthusiasm about the engineering profession among young people with little or no engineering background.

Visit [engineersweek.ie](http://engineersweek.ie)    [steps.ie](http://steps.ie)    [steps@engineersireland.ie](mailto:steps@engineersireland.ie)    01 6651340



#### WHO IS INVOLVED?

Engineers Ireland's STEPS team coordinates Engineers Week and is responsible for the development of resources and materials, partner liaison and communication. Event hosts organise activities on a local level. Host organisations vary from engineering organisations to universities, libraries and educational centres.

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# IF YOU ARE AN EMPLOYER OR ENGINEER WE NEED YOU TO HELP INSPIRE THE NEXT GENERATION OF ENGINEERS.

## CORPORATE SOCIAL RESPONSIBILITY

Involvement can be an integral part of your organisation's corporate social responsibility and can act as a medium to interact, engage and network with other organisations in the community.

## PUBLICITY

The national and regional publicity can enhance an organisation's corporate image.

## SHAPE THE FUTURE

Your involvement in Engineers Week can help inspire students to consider engineering as a career choice and help to ensure the future supply of qualified engineers.

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Time spent by volunteers involved with Engineers Week is considered part of their continuing professional development.



# ENGINEERS WEEK IS THE ONE WEEK DURING THE YEAR WHEN WE ENCOURAGE ALL ENGINEERS TO GET INVOLVED AND INSPIRE FUTURE ENGINEERS. TOGETHER IS BETTER!

## ORGANISE AN EVENT

The best way for you to get involved and have an impact is to organise or host an event. There is a huge demand from parents, students and teachers for events across Ireland.

If you are not able to host or run your own event, there are still ways to get involved.

## VISIT SCHOOLS IN YOUR LOCAL AREA

Hundreds of schools across Ireland have requested a visit from an engineer. Register as a volunteer on [steps.ie/volunteer](https://steps.ie/volunteer)

## INVEST IN ENGINEERING-IN-A-BOX

Engineering-in-a-Box is a fun engaging 10 week programme designed to engage 9-12 year olds in the diverse fields of engineering. Contact [www.STEAM-ed.ie](https://www.STEAM-ed.ie)

## CELEBRATE THE ENGINEERING PROFESSION

Highlight the accomplishments of the engineers in your workplace. How are you making a difference? Post a message on your organisation's website or make a video.

## SPONSOR AN EVENT

Provide sponsorship for an event, award or competition.

## SHARE ON SOCIAL MEDIA

Post your photos and activities on social media.

Tweet: [#engweek17](https://twitter.com/engweek17).

Twitter: [@engineerireland](https://twitter.com/engineerireland)

Facebook: [@EngineersIreland](https://facebook.com/EngineersIreland)

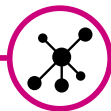
# WHAT WILL YOU DO TO INSPIRE FUTURE ENGINEERS?

PLEDGE YOUR INVOLVEMENT NOW!

Organise an event

Invest in Engineering-in-a Box

Sponsor an event



Visit schools in your local area

Celebrate the engineering profession

Share on social media

We want to hear about your event (public or invite only)! Make sure to let us know by submitting the details on [engineersweek.ie](http://engineersweek.ie)

Call us 01 6651340

Email us [steps@engineersireland.ie](mailto:steps@engineersireland.ie)

Tweet us [@engineerireland](https://twitter.com/engineerireland) [#engweek17](https://twitter.com/engweek17)

Visit [engineersweek.ie](http://engineersweek.ie)    [steps.ie](http://steps.ie)    [steps@engineersireland.ie](mailto:steps@engineersireland.ie)    01 6651340

## IDEAS FOR YOUR ENGINEERS WEEK EVENT

NOT SURE WHAT TO DO? WE'VE COME UP WITH SOME IDEAS BELOW.

### TAKE ACTION

- Run a series of hands-on workshops or activities
- Host an exhibition/talk/lecture/seminar or debate
- Open up your business for a public tour
- Create a public display
- Plan an interactive demonstration
- Host a live Q&A information session
- Invite a local school to visit you
- Organise a meet the engineers career session

### CELEBRATE

- Spread the word via Facebook and share your stories and pictures
- Write about what you are doing to encourage diversity
- Tweet a picture of yourself at work #engweek17
- Go to your local school and talk to students about what you do
- Publicise existing engineering opportunities with your organisation
- Raise the profile of your engineers and share their story in the media

## WHERE DO YOU START?

Download the Engineers Week event planning guide available at [www.engineersweek.ie](http://www.engineersweek.ie)

### SAMPLE PLANNING TIMELINE



#### 5 TO 6 MONTHS IN ADVANCE:

- Identify volunteer engineers
- Set up an event team
- Determine a budget



#### 3 TO 4 MONTHS IN ADVANCE:

- Identify a target audience
- Define your event
- Select location & time of the event



#### 2 MONTHS IN ADVANCE:

- Register your event on [engineersweek.ie](http://engineersweek.ie)
- Merchandise deadline 16th January 2017
- Advertise your event or reach out to a local school



#### 1 MONTH IN ADVANCE:

- Take invitees/attendees bookings & issue photo consent form
- Book a photographer or assign a volunteer
- Draft & issue press release to all relevant media



#### 1 TO 2 WEEKS IN ADVANCE:

- Finalise requirements with key people
- Follow up with invitees/attendees
- Send press release & invitation to all relevant media

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