

## Summary “Cheat Sheet”

This is the summary of advice that would be given to anyone who wants to set up, and run, a successful network.

It is the synthesis of the sessions from the 3 break-out groups held at the meeting.

The information from the individual break-out groups is also included in this report.

- Decide on the legacy for the Network at the outset, after the original funding has finished, including succession planning, and continuity of activity.
- Administration is an important consideration - having a dedicated administrator works well, to keep track of everything. Cost everything and be realistic about what can be done.
- Events should have social networking opportunities, e.g. dinner and drinks, as face to face meetings work better and build better social connections and relationships than electronic communications. London was considered to be an accessible venue for most people.
- Planning well ahead is important regarding setting dates for workshops and other meetings, to ensure availability of those concerned and maximising the outcomes from the event.
- Multiple mechanisms should be used to distribute the cash – not just for meetings, but for prizes (to give incentive and recognition), and for seed – corn funding if the Network has this mechanism available. Other mechanisms could include grant writing workshops and student placements. Transparency is essential.
- It is essential to ensure that money is allocated to the travel budget
- People need to be allowed to contribute to the development of the Network, by developing the ideas around research challenges, and brainstorming ideas within a team environment. Involve young people in the Network too as they have the time and enthusiasm.
- A website is essential, with blogs and portals to attract new members. Branding/Logo is also important.