

MEMBER TO FELLOW

Institution of
**MECHANICAL
ENGINEERS**

Delivering a local level
Member to Fellow Workshop

WORKSHOP TIMELINE

- 01** Select appropriate date
- 02** Confirm date with your committee and HQ
- 03** Identify venue and book date
- 04** Create poster for your event using the template
- 05** Add entry to your Near You pages and include poster attachment
- 06** Request invite list from HQ (Predefined criteria should be adhered to and followed in conjunction with Institutions Fellow recruitment strategy).
- 07** Mailout 1 – Ideally 6 weeks before event
- 08** Mailout 2 – Ideally 3 weeks before event
- 09** Mailout 3 - Ideally 1 week before event
- 10** Deliver your event
- 11** Follow up actions – Send Attendee list sent to HQ and member to Fellow documents to attendees
- 12** Follow up email 1

ORGANISING YOUR EVENT

When organising any event, be sure to put your potential attendees at the forefront of your mind. You should select a venue which is accessible and comfortable with the various requirements needed to deliver a good quality event.

Essential requirements when choosing a venue:

- Easily accessible location – event will usually fall on a weeknight.
- Good car parking facilities
- Close to transport links
- Good sized meeting rooms
- Catering facilities available
- Space for pop-up banners and literature

Make sure those who have signed up to attend have the relevant address details, directions, map and so on in good time before the event date.

Although you need to keep costs to a minimum, providing some refreshments will give your event an added extra. This is particularly relevant if you intend to hold your event in the evening. You need to give your event every chance of success and supplying refreshments can aid attendance in most instances.

THE WORKSHOP

This workshop is dedicated to those at Member level, with the necessary experience and standards to potentially achieve Fellow status.

The event exists to promote the benefits of Fellowship with the Institution of Mechanical Engineers and to explain the application and review process. On a local level, the event also offers the potential to promote a volunteer groups activities and the chance to recruit new active members.

THE MEMBER TO FELLOW PROCESS

Migrating from Member level to Fellow level is fairly straightforward dependent on the candidate meeting the requirements. In recent years the application process has been simplified to ensure an applicant is not faced with numerous forms or documentation to complete when submitting an application.

As a current Member at CEng, IEng or EngTech level, the process should be as simple as possible to encourage our members to develop both personally and professionally, and to reach the most senior grade of Institution membership.

Any application for Fellow is not a re-assessment of competence as this has already been assessed and approved by the Engineering Council. The key action is for an applicant to prove they have the qualities to become FIMechE when applying.

For detailed information about the Member to Fellow application process visit:
www.imeche.org/fellowship

FORMAT

The Member to Fellow workshop takes the form of a 30 minutes to 1 hour presentation about the process of becoming Fellow, including; what is required, what a candidate should demonstrate and what documentation they need to fill out. Attendees will have the opportunity to discuss their individual positions and get access to the application forms during the session.

Attendees will also get the chance to look through example CV's to understand how to present their experience and employment details in the best possible way.

Taking into account the various questions and presentations, the workshop should last no longer than 2 hours. The workshop format is flexible enough to incorporate any additional information or networking opportunities a volunteer group would like to include but it is vital not to deviate from the key message of the session.

As an international volunteer group you are principally responsible for the coordination of the venue and logistics and as well as presenting the session .

To make your event more beneficial and relevant to potential attendees, you can include a CV review process, where the applicants can submit their CV's before the event to fellow@imeche.org. This is particularly useful for potential applicants who need some extra impetus to apply and advice before the session.

WHO SHOULD BE INVITED?

It's vital to link closely with HQ when considering who should come along to the event. Due to the nature of the workshop, a specifically targeted list needs to be created by HQ to take into account those Members who are most likely to be at the stage in their career to meet the requirements for Fellow. This is vital as without these parameters there is danger of giving false hope to members who perhaps do not have the appropriate experiences or competences to meet the criteria for Fellow at present.

To get a list of attendees in your region contact international@imeche.org

THE BENEFITS OF NETWORKING

Inviting existing Fellows to attend these sessions is very much encouraged. Not only can they give their experience of what it takes to be a Fellow, they can also potentially act as sponsors for applicants. This is something that is always welcomed and it's hoped that in the future a framework can be established to help volunteer groups establish a system to match existing Fellows to potential Fellows in terms of industry or interests to ensure they have good calibre sponsors when applying.

PROMOTING YOUR WORKSHOP

Communication is the key to good attendance at the workshop. Make sure you begin promoting the event early to maximise the potential for attendees to come along.

To promote your event properly, a poster template is available which you should use to contact Members on the list you have gained from HQ. The poster is a useful marketing tool to bring the event to life and ensure attendees are aware of the details of the session and how they can benefit from it.

You may also find it appropriate to contact the local Industrial & Academic Liaison Officers for them to cascade the information to any long term members they know of at their organisations. Again it should be stressed that this workshop is only applicable for those interested in finding out more about fellowship.

Promoting your Member to Fellow workshop should follow a systematic process, where by at least 3 emails are sent to promote the event (1 invite and 2 reminder emails). This should be supported with an email prior to the event to all those who have signed up giving detailed information of timings, venue, directions and so on.

See Appendix 1 for Member to Fellow Poster template.

DELIVERING THE WORKSHOP

Once the preparation is in place you are in a position to deliver your Member to Fellow workshop. On the day of the event:

HAVE THE APPLICATION DOCUMENTATION AND GUIDANCE NOTES AVAILABLE

As well as any other promotional IMechE literature you might want to pass on about upcoming Institution or local area events.

HAVE A SIGN IN SHEET

This is vital to track progression of your attendees and will underline the importance of a volunteer groups contribution to the overall recruitment figures, as well as demonstrate you local achievements in line with the regional strategy.

KEEP TO TIME

Make sure there's plenty of time available for questions and individual enquiries.

PROMOTE YOUR ACTIVITIES

The people coming along to the workshop will probably be established engineers in industry or academia – use the workshops as a chance to promote the good work you do in your area.

NETWORKING

The workshop will be enhanced by the presence of current Fellows – they can also potentially act as mentors or sponsors if required.

The key to the workshop is to use it to dispel some of the barriers to becoming a Fellow and to build their interest into action.

FOLLOW UP

Following up the workshop is vital. You should do this around a week after the workshop to reinforce the commitment of supporting those who attended. If anyone signed up to attend the workshop but couldn't make it on the day you may also want to contact them with the presentation slides, application documentation etc.

Any follow up emails should also include links to the Fellow section of the membership pages for further information and guidance. See 'Further Information' on the next page.

FURTHER INFORMATION

IMechE Member to Fellow website:
www.imeche.org/fellowship

APPENDICES

01 Example Poster Template

App 1 Example Poster Template



Midlands Region
Rugby Area

COMMITMENT KNOWLEDGE PASSION FELLOW

Institution of
**MECHANICAL
ENGINEERS**

Fellowship is the highest grade of membership within the Institution and recognises exceptional engineering achievements and contributions to the engineering profession.

Our Fellows come from a variety of backgrounds and share a commitment and passion to the engineering profession.

If you're a Member looking to progress to Fellow come along to this Free workshop to find out about the benefits to you and the simple steps to apply for FIMechE.

Tuesday 30 March 2010
6pm – 8pm

Alstom,
Willans Works, Rugby,
CV21 2NH.

To register your place please email
fellow@imeche.org or call 0207 973 1252

For further information visit:
<http://nearyou.imeche.org.uk/uk/mid/>

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