CHAIR'S RESOURCES
REGIONs

Regions manual

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.

Promote Membership
Use these slides to promote CIBSE membership at your regional events

Get to Know Your Region
Contact regions@cibse.org to request:
- Up-to-date membership statistics and breakdowns
- Email open rates
- Website statistics
- The geographical coverage of your region

Key dates and deadlines

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

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

Microsoft 365 Accounts
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. You can use this email address to contact members. It will be the username for your Microsoft Teams account.

Add 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 chair@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

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

CIBSE 365
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Guidance and Policies
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