**Committee Update 30/08-**

Hi | Shwmae Committees!

We hope you are all enjoying the last moments of Summer- Freshers is nearly here!

As we gear up to welcome you all back for the new semester, this week’s update will detail the following:

* Freshers’ stall allocations
* An update on regular room bookings
* Committee training information

**Freshers’ Stall Allocations**

Thank you | Diolch to everyone who submitted the freshers fair stall request form. See the attached document to find out what day(s) your group has been allocated (make sure you scroll!).

There is still space at the Heath Park Fair on Wednesday 25th September. If your society would like a stall at the Heath Park Fair, please contact societies@cardiff.ac.uk.

We will be sending further stall holder information out soon. For now, here is the key information:

* The fairs will open at 10am, you will be able to arrive from 9am to set up.
* **There is a strict maximum of 2 committee members per stall at any one time**. Please arrange who will be on the stall at what time in advance.
* Final entry to the fairs will be 4pm, we ask there is someone present on your stall until the end of the fair.
* We will bring all society roller banners to the fair unless you have it. If you have yours, you must bring this with you.
* Yes - you can decorate your stalls... we recommend making them as eye-catching and engaging as possible!
* You can collect contact information on a google form/type form or signpost to your social media/web pages. **You must not collect any sensitive information or ask students to write down their information on paper**.

Below are the groups who we have **not** received an updated **constitution** and **risk assessment** from. Outgoing committee members should have sent these in as part of their handover. We suggest asking your previous committees for these documents or getting in touch with us to see if we have an old version for you to update. **These forms are a requirement of affiliation, if you have been allocated a stall you must submit the forms before attending the fair.**

* AIESEC
* Anime Society
* Anti-Apartheid Society
* Cardiff Anaesthetics, Perioperative and Intensive Care Society (CAPS)
* Cardiff Healthcare International Perspectives
* Cardiff University Kehillah
* Chinese Society
* Creative Writing Society
* Drug Science
* Earth Society
* Esports Society
* Film Production Society
* GeoPlan Society
* GP Society
* Green Party Society
* Islamic Society
* James Kimberley Chess Society
* Labour Students Society
* Lawyers Without Borders Society
* Live Music Society
* Malaysian Students Society
* Marxist Society
* Midwifery Society
* Nigerian Society
* NurSoc
* Occupational Therapy Society
* Ophthalmology Society
* Poker Society
* Politics Society
* Psychology Society
* SAWSA - Architecture Society
* Sikh Society
* Socialist Students Society
* Spanish and Latin American Society
* Students for Global Health Society
* Surgical Society
* Tamil Society
* Wilderness and Expedition Medicine
* Wildlife and Conservation Society
* Women in Law Society
* Women in STEM
* WPSA Pharmaceutical Society
* Yoga Society

**Committee Training**

The in-person committee training timetable is attached to this email. Required committee members must attend their relevant sessions during one of the below weeks.

Week 1: Tuesday 10th and Wednesday 11th September, 09:00-17:00

Week 2: Tuesday 17th and Wednesday 18th September, 09:00-17:00

Location: Sir Martin Evans Room 1.21

Information about online training will be coming soon.

**Regular Room Bookings**

Those of you who have requested regular room bookings for semester one, should now have received confirmation of your allocations. If you have any queries regarding your allocations, or would like some amendments to be made, please get in touch with us via email.

We will be reviewing all queries early next week and will contact groups with updates shortly after. Thank you in advance for your patience.

**Other Business**

Please be reminded that all committee members should purchase their standard membership before 28th October. If you would like to change your membership price, please get in touch with us **before** anyone has purchased these.

If you are a newly affiliated society, please get in touch with us as soon as possible and confirm your membership price, so we can set this up for you.

To book in a meeting with your coordinator, follow this link: [https://outlook.office365.com/owa/calendar/SocietyMeeting@cf.onmicrosoft.com/bookings/](https://outlook.office365.com/owa/calendar/SocietyMeeting%40cf.onmicrosoft.com/bookings/)

You can read the previous committee update email [here](https://www.cardiffstudents.com/pageassets/activities/resources/1st-August-Doc-for-Webpage-Socs.pdf).

Best Wishes | Cofion Gorau,

Guild of Societies

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