

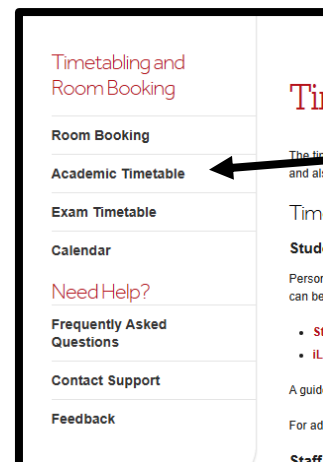
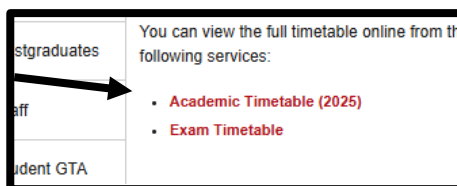
How to Do a Lecture Shout

Lecture shouts are a quick way to get your message to a large number of your fellow students. This guide explains how to arrange and deliver one.

Step 1: find an academic timetable

Go to: <https://timetabling.lancaster.ac.uk/> and select *Academic Timetable* in the menu. The select *Academic Timetable (2025)*, and log-in.

You now have two options, search by *Programme* or by *Room*:



Step 1a: by Programme

Select *2025/26: Programmes*, you should then see this form:

Select the Department and filter.

Choose the right programme.

Choose the right week. Voting takes place during week 18 (w/c Monday 2 March 2026).

Click *View Timetable*.

A screenshot of the 'Filter Programmes' form. It has a title 'Filter Programmes' and a subtitle 'You can use one or more of the options below to filter the list of programmes available. The general search box may be left blank to return all programmes in a specific department.' There are two input fields: 'Department:' with a dropdown menu showing '-- No Department Filter --' and 'Programme Name:' with a text box. Below these is a 'Filter Programmes' button. The 'Timetable' section has a 'Programme(s):' dropdown menu with a list of programmes. Below this is a 'Week(s):' dropdown menu with a list of weeks. Below this is a 'Days:' dropdown menu with a list of days. Below this is a 'Start/End Time:' dropdown menu with a list of times. Below this is a 'Timetable Style:' dropdown menu with a list of styles. At the bottom is a 'View Timetable' button. Arrows from the text blocks point to the 'Department:', 'Programme(s):', 'Week(s):', and 'View Timetable' buttons.

Step 1b: by Room

Select *2025/26: Rooms*, you should see this form:

Select the Building and filter rooms.

Choose the right room (normally a larger lecture theatre). If in doubt, consult [MazeMap](#).

Then choose the right week and click *View Timetable*.

A screenshot of the 'Filter Rooms' form. It has a title 'Filter Rooms' and a subtitle 'You can use one or more of the options below to filter the list of rooms available. The general search box may be left blank to return all rooms in a specific building.' There are two input fields: 'Building:' with a dropdown menu showing '-- No Building Filter --' and 'Room Name:' with a text box. Below these is a 'Filter Rooms' button. The 'Timetable' section has a 'Room(s):' dropdown menu with a list of rooms. Below this is a 'Week(s):' dropdown menu with a list of weeks. Below this is a 'Days:' dropdown menu with a list of days. Below this is a 'Start/End Time:' dropdown menu with a list of times. Below this is a 'Timetable Style:' dropdown menu with a list of styles. At the bottom is a 'View Timetable' button. Arrows from the text blocks point to the 'Building:', 'Room(s):', 'Week(s):', and 'View Timetable' buttons.

Step 2: seek permission

As when visiting student group event ([see guidance here](#)), you can only do a lecture shout with the permission of the lecturer or demonstrator who is leading the session.

You can either:

- Email in advance. It may be tricky to identify the individual member of staff so you could email the Department and reference the time, location, and module code (i.e. MATH104) of the lecture(s) you would like to speak at.
- Ask on your way in. Lecturers often need a couple of minutes to get set up. Ask their permission there-and-then.

Either way, please understand that they may say no.

Step 3: make it quick!

Your lecture shout cannot last more than 2 minutes. Students are there to learn, your speech should be short and sweet.

Your lecture shout should include the following sections:

- a) An introduction to you and the role you are running for,
- b) Why students should vote for you,
- c) How and where students vote.

You might want to consider bringing a QR code (linked to the voting platform) on a small flyer or large-printed version.

The important thing is that you respect the students and staff in attendance and limit the disruption to their teaching.



Step 4: learn

You will get nervous and you will make mistakes.

Approach each lecture shout as an opportunity to learn and develop your practice. After each one, take some time to reflect upon the experience and what you'd do differently next time.