

## Terms and Conditions for Staff Development Awards 2026

### 1. Terms and conditions for all awards

- Applicants must be a library staff member of a [current M25 member](#) institution.
- Applicants can apply for more than one Award.
- The closing date for applications is Thursday 23 April 2026.
- At the time of opening the Awards, the date of some of the events may not be confirmed. If an applicant applies for an Award where the date has not been confirmed, we will notify the successful applicants as soon as the date is confirmed, along with further information about the event. Applicants can also check the M25 Consortium events listing page for updated information regarding upcoming M25 and cpd25 events: <https://www.m25lib.org.uk/events/> and/or sign up to our regular cpd25 newsletter.
- Applications are assessed, and decisions made, by members of the M25 Consortium Steering Group with oversight of the Staff Development Awards and appropriate cpd25 Task Group members for the specific and general cpd25 event Awards.
- Awards will be given based on how well the applicant has demonstrated that attendance will contribute to their professional development and bring benefit to their team/library service as outlined in their application.
- If there are more applicants that have met the criteria equally well than the number of Awards available, then the decision on who receives the Award will be chosen by random selection.
- If the Award recipient leaves their role before taking up the Award they must inform the M25 Support Team by emailing [m25libadmin@london.ac.uk](mailto:m25libadmin@london.ac.uk). In this instance, the Award will only remain valid if the recipient's new employer is an M25 member. If the recipient leaves the profession or moves to a library which is not a [member of the M25 Consortium](#), the Award will be cancelled.

### 2. M25 Consortium Annual Conference 2026 Award (2 places)

- The Award is to attend the online event: [M25 Consortium Annual Conference 2026](#) taking place on Tuesday 9 June 2026 via Zoom.
- The Award is not transferable to a different event in the event of the

Award recipient not being able to attend.

- The successful recipients must contact the M25 Administrator (Events & Programmes) on [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to confirm their attendance at the M25 Annual Conference 2026 as soon as possible.
- As a condition of acceptance, the successful recipients will write a post-event piece in a format of their choosing (e.g. blog, report, infographic etc.) that describes their experience and outlines the benefit to them and their organisation of attending.
- The piece should be a minimum of 250 words and a maximum of 1,000 words.
- The M25 Consortium reserves the right to edit the piece to fit publishing guidelines.
- The piece may be published in full or summary form on the [M25 Consortium's website](#) and newsletters.
- The piece should be submitted to the M25 Operations Manager by emailing [m25libadmin@london.ac.uk](mailto:m25libadmin@london.ac.uk) within two months of attendance at the event.

### **3. LISA Annual Conference Award (2 places)**

- The Award is to attend the in-person cpd25's LISA Conference (Library and Information Supervisors and Assistants, previously known as the SLA Conference) on 23 June. Details of the 2025 event can be found here: <https://www.m25lib.org.uk/events/sla-conference-2026-managing-change-tg4-sla26/>
- The Award is not transferable to a different event in the event of the Award recipient not being able to attend.
- The successful recipients must contact the M25 Administrator (Events & Programmes) by emailing [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to confirm their attendance at the SLA Conference 2026 as soon as possible.
- As a condition of acceptance, the successful recipients will write a post-event piece in a format of their choosing (e.g. blog, report, infographic, etc.) that describes their experience and outlines the benefit to them and their organisation of attending.
- The piece should be a minimum of 250 words and a maximum of 1,000 words.
- The M25 Consortium reserves the right to edit to the piece to fit publishing guidelines.
- The piece may be published in full or summary form on the [M25 Consortium's website](#) and newsletters.
- The piece should be submitted to the M25 Operations Manager by emailing

[m25libadmin@london.ac.uk](mailto:m25libadmin@london.ac.uk) within two months of attendance at the event.

#### **4. Cataloguing with Confidence Training Event Award (2 places)**

- The Award is to attend the in-person cpd25 Cataloguing with Confidence Training 2026 on 12 May 2026. Details of the 2025 event can be found here: <https://www.m25lib.org.uk/events/cataloguing-with-confidence-2026-tg1-cataloguing/>
- The Award is not transferable to a different event in the event of the Award recipient not being able to attend.
- If there are more applicants that have met the criteria equally well than the number of Awards available, then the Panel will give priority to new professionals and/or students. After this, if there are still more applicants than the number of Awards available, the decision on who receives the Award will be chosen by random selection.
- The successful recipients must contact the M25 Administrator (Events & Programmes) by emailing [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to confirm their attendance at the Cataloguing Training 2026 as soon as possible.
- As a condition of acceptance, the successful recipients will write a post-event piece in a format of their choosing (e.g. blog, report, infographic, etc.) that describes their experience and outlines the benefit to them and their organisation of attending.
- The piece should be a minimum of 250 words and a maximum of 1,000 words.
- The M25 Consortium reserves the right to edit the piece to fit publishing guidelines.
- The piece may be published in full or summary form on the [M25 Consortium's website](#) and newsletters.
- The piece should be submitted to the M25 Operations Manager by emailing [m25libadmin@london.ac.uk](mailto:m25libadmin@london.ac.uk) within two months of attendance at the event.

#### **5. cpd25 event Award (2 places):**

- The Award is to attend the equivalent of one day of training provided through the cpd25 programme. The Award can be redeemed against one full day event, two half-day events or three two-hour events, whether online or in person. The specific event(s) are chosen by the successful candidate. Attendance must take place before 1 August 2027.

- The successful recipients must contact the M25 Administrator (Events & Programmes) by emailing [cpd25@london.ac.uk](mailto:cpd25@london.ac.uk) to confirm their attendance at their chosen training event(s) at the earliest opportunity.
- As a condition of acceptance, the successful recipients will write a post-event piece in a format of their choosing (e.g. blog, report, infographic, etc.) that describes their experience and outlines the benefit to them and their organisation of attending.
- The piece should be a minimum of 250 words and a maximum of 1,000 words.
- The M25 Consortium reserves the right to edit the piece to fit publishing guidelines.
- The piece may be published in full or summary form on the [M25 Consortium's website](#) and newsletters.
- The piece should be submitted to the M25 Operations Manager by emailing [m25libadmin@london.ac.uk](mailto:m25libadmin@london.ac.uk) within two months of attendance at the event(s).