



## Purpose

This document provides an outline of responsibilities and actions of Branches and Special Interest Groups (SIGs) for hosting virtual educational events.

## Organising the virtual event

Check that the planned tentative date and time for the event is not yet booked so Zoom is available.

Once the topic, time and speaker for the event is confirmed, send details to the Executive Support Officer (ESO) ([eso@acnn.org.au](mailto:eso@acnn.org.au)). The ESO will create or assist with creating an advertising flyer using the ACNN PowerPoint template (including a picture of presenter), set up the event registration, send out Zoom details, and advertise on the website and via email.

Contact the Social Media Committee (SMC) to post your event on the ACNN media accounts ([socialmedia@acnn.org.au](mailto:socialmedia@acnn.org.au)). A minimum of 7 days' notice is required to prepare for posting. Posting date will be determined by the SMC with respect to other planned activities. Automatic reminders will be set by the SMC.

## Coordinate with the speaker

Check with the speaker about any restrictions on their presentation, or required compliance with departmental or university policies, or privacy and copyright procedures in relation to the content of their presentation.

Confirm permission from speaker for ACNN to record their presentation for ACNN members for later viewing (stored securely and only available to ACNN members) and inform ESO of the presenter's decision.

Send the speaker the ACNN disclaimer and conflict of interest slides, to be included at the beginning of presentation. Note the speaker does not need to read through each point, just bring to the attention of the viewers. A speaker may use alternative versions if the content is similar and serves the same purpose.

If the speaker is a novice presenter, identify a committee member who can support them in organising and practising their presentation. Let them know what media/technology will be available to them.

## Branch or SIG Committee role during the virtual event

A member of the Branch or SIG Committee is to be nominated to moderate the event. The ESO will facilitate the initial logon by committee member and speaker, share screen, start recording, and conclude the Zoom call. If the ESO is unavailable on the day, the committee member will be trained in procedures by the ESO before the event.

Start the event with an acknowledgment to country: *I would like to begin by acknowledging the Traditional Custodians of the lands on which we meet today, and pay respect to elders past and present. I extend that respect to Aboriginal and Torres Strait Islander people attending this meeting.*

Start the event by introducing the speaker (bio and topic) to the Zoom attendees and ask all to respect the speaker's instructions regarding taking photos or videoing the presentation.

Explain the process of the virtual event, instruct to turn camera off, mute microphone and use the 'chat' function to make comments and/or ask questions during presentation, and explain when questions are to be answered.

Facilitate asking of questions and discussion with the presenter during question time. Do not run over time.