Communities Event process

Community event webinar form submitted on website

Confirmation of webinar being logged sent to event organiser

Event brief reviewed at weekly (Weds AM) Community Webinar Meeting

Approved

Communities team responds to event organiser

Confirmation of key dates provided to event organiser e.g. promo email, slides, due date, practice run date (if required)

Event support with promotion (Tier 2 or 3)

Event listing added to IWFM website

Delegates book on-line

Data passed to ZOOM to send joining link for delegates and host email sent

ZOOM (ONLINE) EVENT

Host joining instruction email sent to generic email forwarded to the named 'host' for the community group committee member

Communities manager forwards email to 'host'

Event invitation sent to SIG/Region group members and any relevant marketing lists

Communities Manager emails panel to arrange a webinar practice run

Webinar calendar invites sent for both practice and live webinars, with support from IWFM, if required

Practice run takes place

Webinar takes place

Attendees sent thank you for attending email with link to the webinar recordings

Recording downloaded and sent to event organiser, Feedback report sent to organiser

PHYSICAL EVENT

Community to complete relevant venue forms and risk assessment to be returned to community manager

Physical event takes place