

CNSA Face-to-Face Event Flow Chart

EVENT PROPOSAL				
<ul style="list-style-type: none">The committee agrees on a proposed topic, date, and person/people responsible by the 31st October				
PLANNING				
<ul style="list-style-type: none">Setting the date & choosing the venue: Consider venue access, public holidays, and other local events to avoid conflicts. It is recommended that workshops take place on Thursdays from 6pm-8.30pm, or Saturdays from either 10am-12.30pm or 12pm-2.30pmProgramming: Determine the speakers and contentAV Requirements: Identify any tech requirements. How many mics, laptops, specific types of cables/connections are needed? For example: <i>'2 laptops (1 spare) at each location, a projector screen and a webcam'</i>. The Membership and Events team can assist with thisSelecting Catering: Consider quality, value and the ability to cater to different dietary requirements. Sponsors often have rules that cap the cost at \$100 per headServing Alcohol: Responsibly - up to 2 drinks per person, only after 6pm and only with meal. Capped at \$18 per person. No more than 2 bottles of wine for every 5 attendees. It is generally preferred for attendees to purchase their own drinks (anytime, no limit)Speaker Gifts: Gifts should be modest and not exceed \$60. Alcohol must not be given as a giftWhat to Charge: Face-to-face events are free for members and cost \$75 for non-members. If there is a need to change this for a specific reason, please discuss with Aviya				
PRE-EVENT IMPLEMENTATION				
<table border="1"><thead><tr><th>Tasks for the committee</th><th>Tasks for the Membership and Events Team</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">10 weeks prior to the event the committee locks in speakers, venues (with a venue agreement to be signed by Aviya or Jemma), catering, sponsors and AV arrangements8 weeks prior to the event, the committee emails a draft agenda/schedule8 weeks prior to the event, the committee submits an Education Event Website Form8 weeks prior to the event, the committee submits speaker bios</td><td><ul style="list-style-type: none">12 weeks prior to the event, the team emails the committee this flow chart7 weeks prior to the event, the team sets up the webpage and opens registration6 weeks prior to the event, the team provides the committee with an event flyer5 weeks prior to the event, the team sends a 'You're Invited' email</td></tr></tbody></table>	Tasks for the committee	Tasks for the Membership and Events Team	<ul style="list-style-type: none">10 weeks prior to the event the committee locks in speakers, venues (with a venue agreement to be signed by Aviya or Jemma), catering, sponsors and AV arrangements8 weeks prior to the event, the committee emails a draft agenda/schedule8 weeks prior to the event, the committee submits an Education Event Website Form8 weeks prior to the event, the committee submits speaker bios	<ul style="list-style-type: none">12 weeks prior to the event, the team emails the committee this flow chart7 weeks prior to the event, the team sets up the webpage and opens registration6 weeks prior to the event, the team provides the committee with an event flyer5 weeks prior to the event, the team sends a 'You're Invited' email
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<ul style="list-style-type: none">• 6 weeks prior to the event, the committee emails a final agenda/schedule• 2 weeks prior to the event, the committee sends speakers a reminder email including event location and speaking time	<ul style="list-style-type: none">• 4 weeks prior to the event, the team sends text message invitations (if applicable)• 7 to 11 days prior to the event, the team sends a 'Last chance to register' email• 5 to 7 days prior to the event, the team closes registrations• 3 to 5 days prior to the event, the team sends SMS reminders to attendees• 1 day after close of registrations, the committee will receive an email with the following: registration/dietary requirements list, sign-in sheet, sponsor info sheet, evaluation QR code, and holding slides (if applicable)
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POST EVENT

- 1-3 days post event, committee forward sign-in sheet to Membership and Events team
- 1-3 days post event, the Membership and Events team double checks that all invoices have been paid
- 7 days post event, the Membership and Events team sends the committee the event feedback

