

CNSA Face-to-Face Event Flow Chart

EVENT PROPOSAL

- The committee agrees on a proposed topic, date, and person/people responsible by the 31st October

PLANNING

- **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-2.30pm
- **Programming:** Determine the speakers and content
- **AV Requirements:** Identify any tech requirements. How many mics, laptops, specific types of cables/connections are needed? For example: *'2 laptops (1 spare) at each location, a projector screen and a webcam'*. The Membership and Events team can assist with this
- **Selecting Catering:** Consider quality, value and the ability to cater to different dietary requirements. Sponsors often have rules that cap the cost at \$100 per head
- **Serving 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 gift
- **What 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

Tasks for the committee

- 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 arrangements
- 8 weeks prior to the event, the committee emails a draft agenda/schedule
- 8 weeks prior to the event, the committee submits an [Education Event Website Form](#)
- 8 weeks prior to the event, the committee submits speaker bios

Tasks for the Membership and Events Team

- 12 weeks prior to the event, the team emails the committee this flow chart
- 7 weeks prior to the event, the team sets up the webpage and opens registration
- 6 weeks prior to the event, the team provides the committee with an event flyer
- 5 weeks prior to the event, the team sends a 'You're Invited' email

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- 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

- 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)

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

