

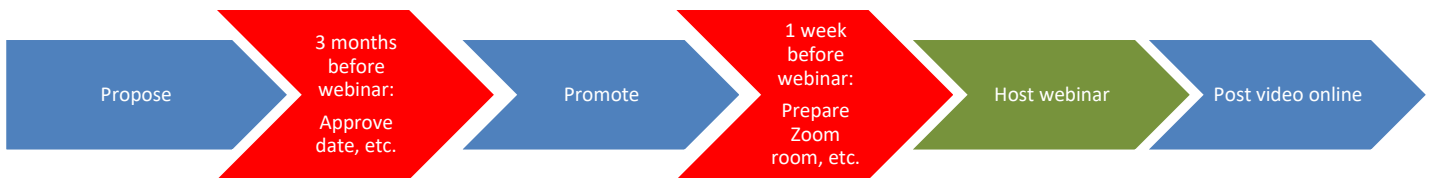
Procedure for webinars

Admin Group, 25 July 2024

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Flowchart



'Swim lane' chart



1. Propose topic

Who?	...does what?	...when?
Webinar proposer	<ul style="list-style-type: none"> Proposes a webinar topic that ENOHE could offer, and that the proposer is willing to take forward as webinar lead. <p>OR</p> <ul style="list-style-type: none"> Proposes a webinar topic that the proposer would like to know more about and would like ENOHE to offer. 	When topic occurs
Professional development committee	<ul style="list-style-type: none"> Decides if webinar should be offered. Gets back to webinar proposer with decision. 	Within 1 month from receiving suggestion from webinar proposer

2. Approve date, etc.

Who?	...does what?	...when?
Webinar lead	<ul style="list-style-type: none"> Sources speakers. Agrees with speakers on webinar date. Sends via www.enohe.net/#contact or the like: <ul style="list-style-type: none"> title date short description names of speakers eventual fee in € requested by one or more speakers 	(Not later than) four months before the proposed webinar date
Professional development committee	<ul style="list-style-type: none"> Decides if webinar should be offered. Gets back to webinar lead with decision. 	(Not later than) 3 months before the webinar date



3. Promote

Who?	...does what?	...when?
Webinar lead working with Task Group	<ul style="list-style-type: none"> • Sends promotion text, etc. to www.enohe.net/#contact or the like (including speakers' CVs, pictures and contact information) 	3 months before the webinar date.
Admin Group	<ul style="list-style-type: none"> • Evaluates promotion text. • Finds: <ul style="list-style-type: none"> • Webinar chair. • person who can record zoom session. • Prepares registration form. • Uploads event to enohe.net/events and enohe.net/news. • Sends promotion email out to members list (NB: not to stakeholders list due to tax on "paid services"). • Handles registrations. • Sends invoices to non-members. 	3 months before the webinar date.

4. Prepare Zoom room, etc.

Who?	...does what?	...when?
Admin Group	<ul style="list-style-type: none"> • Sends webinar zoom link to registered persons. • Handles last minute registrations and questions. (which by experience will always come no matter whether a registration deadline is set or not.) • Prepares standard survey about webinar. • Gets slides from speakers (if needed). 	(Not more than) 1 week before the webinar



5. Host the webinar

Who?	...does what?	...when?
Admin Group	<ul style="list-style-type: none"> • Records zoom session. • Controls slides (if needed). • At the end of the webinar: Enters link to standard survey about webinar into the chat. 	During the webinar

6. Post webinar video online

Who?	...does what?	...when?
Admin Group	<ul style="list-style-type: none"> • Uploads zoom video to hidden folder on youtube account. • Trims zoom video. • Adds disclaimer text to video. • Emails hidden youtube link and question about GDPR consent to all who speak on the video. • Sends reminders to speakers who don't get back with consent. • Stores consents on office.mailbox.org. • Adjusts video according to consents (Edits speakers, who will not give consent, out of the video.). <p>When video is ready:</p> <ul style="list-style-type: none"> • Writes news story on www.enohe.net/#news. • Adds news story to next newsletter to members. 	In the weeks after the webinar

