

Webinar committee meeting

30 June 2021

Topics for today

- Updated force task flow
- Updates on G group emails
- Upcoming 2021 events overview
- Canva
- Events tool
- Stats?

Updated force task flow

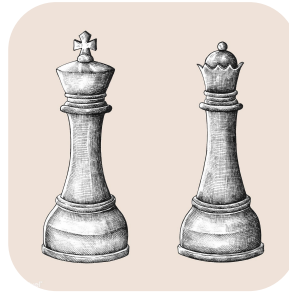
- President + CEO
 - Paco + Jey
- Chair of Webinar Committee
 - Rachel
- Marketing
 - Rafaela
- Art
 - Jeann (chair), Fabio, Randi
- Host / Moderator
 - Rachel, Rafa, Eileen, Neha, Laura S., Bianca, Javier, Luan, Sofia, Connie (?), Brigid (?)
- Survey
 - Laura B., Sofia, Neha, Bianca
- Certificates
 - Peter, Luan (, Rachel)
- Video editing
 - Marie, Will, Javier, Laura S., Rachel
- Stats
 - Peres, Luan

President + CEO

- Paco + Jey

Send form to
speakers

Contact speakers
/ collaborators to
confirm the event



Sort schedule and send it to Chair
in advance

- ☐ Date
- ☐ Time (time zone*) / schedule
- ☐ Title (tentative or final)
- ☐ Speaker(s)

Bridge communication
between event organizers
and the Chair

Re-check Art material

Chair of Webinar Committee

- Rachel

Create the new events on the [spreadsheet](#) + [Zoom links](#) + update information*

Re-check Art material and send to EXT. people for final approval

Compile [information for flier](#) and send to Art Team

Work together with other organizers / collaborators to [sort out details](#)

Upload final fliers on designated [Drive folders](#)

Upload specific videos on NextCloud (paid webinars + pending authorization)

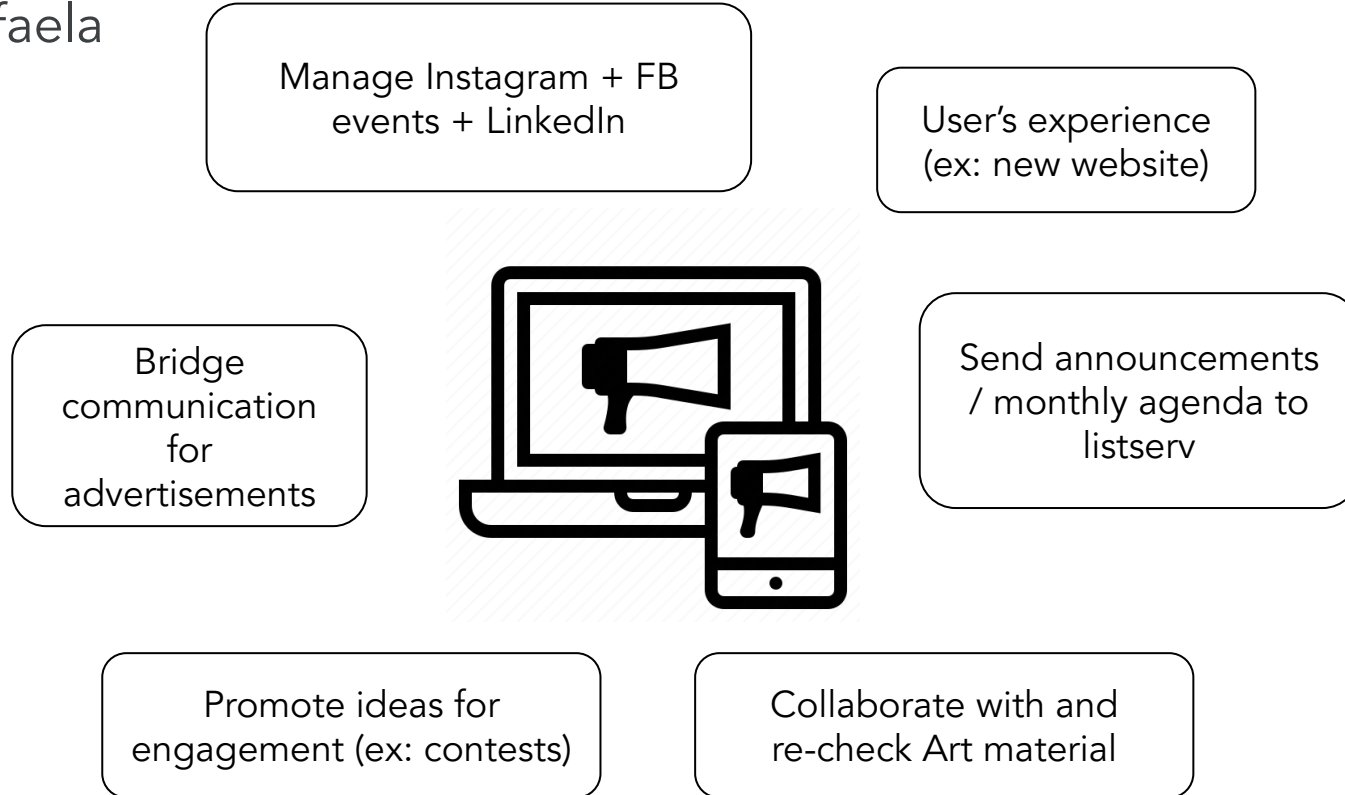
Submit [RACE](#) (w/ Jim Brit)

Coordinate / bridge teams whenever needed



Marketing

- Rafaela



Art

- Jeann (chair), Fabio, Randi

Instagram feed

Fliers with information
provided on the
[Spreadsheet](#)



- Post on #revised-posts (Slack)
- ☐ JPEG (RACE approved and "not yet approved" versions, when applicable)
 - ☐ PDF w/ clickable link

Re-check material and
post on #marketing (Slack)
for final approval

Host / Moderator

- Rachel, Rafa, Eileen, Neha, Laura S., Bianca, Javier, Luan, Sofia, Connie (?), Brigid (?)

Update Zoom settings
(host.1 / host.2)

- ❑ Include and resend panelist invites
- ❑ Add speakers / schedule ([flier](#)) / [LOs](#) when applicable
- ❑ Include [survey link](#)
- ❑ [Setup follow-up emails](#) when recording is processed (paid webinars)

RECORD WEBINAR!



Login in advance
(host.1 / host.2)
~15 min to recheck
details

Check people
having Zoom
issues (host.1 /
host.2 emails)

[Send recording
email notification to
video editor](#)

[Dry run with
speaker](#) (~week
before)

Update [Spreadsheet](#) when
applicable (ex: Recording
info, phone #, etc)

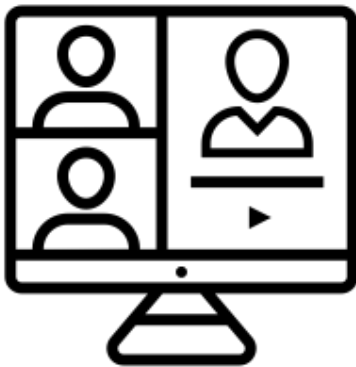
[Upload Attendee +
Performance report
in Drive Folder](#)

Host / Moderator

- Rachel, Rafa, Eileen, Neha, Laura S., Bianca, Javier, Luan, Sofia, Connie (?), Brigid (?)

Login in advance
(moderator.1 /
moderator.2)
~15 min to recheck
details

Prepare Bio in advance!
If you don't see one on the
spreadsheet > Summarize from
CV OR go to the internet
(LinkedIn, official websites) >
Get speaker's endorsement



Housekeeping,
Introductions,
moderate chat, Q&A,
and chat with
speaker(s)

Produce review
for Newsletter

Update Spreadsheet when
applicable (ex: Recording
info, phone #, etc)

Survey

- Laura B., Sofia, Neha, Bianca

Create surveys adapted
to the event

Include survey link on
Spreadsheet in
advance (minimum 24h
before)

Share survey results
with instructor and
event organizer
(survey.1 / survey.2
emails)

Communicate with
Chair + event organizer
for specifics



Share survey pdfs on
#course-eval (Slack) +
upload in Drive folder

NEW: Go over survey
entries and prepare
summary (good + bad
feedback) for next
monthly meeting

Certificates

- Peter, Luan (,Rachel)

[Download Attendee Report from Drive folder](#)

Reply to people inquiring about certificates

"Clean" excel data



[Send certificates to attendees + speakers](#)

[Prepare certificate templates and appropriate files in Drive](#)

Peter: free webinars (certificate.1)
Luan: paid webinars + courses (certificate.2)

Video editing

- Marie, Will, Javier, Laura S., Rachel

- ☐ Edit video
- ☐ Snake clip
- ☐ White background
- ☐ Logo (simple)
- ☐ Title
- ☐ Speaker + affiliation

Download video
from shared link



[Upload](#) edited video on
[YT channel](#) + NextCloud

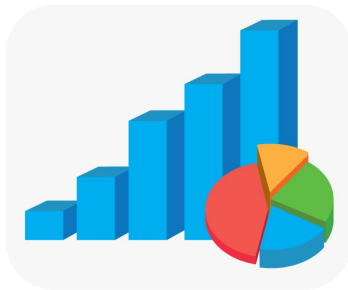
[Upload](#) edited
video on FB when
possible

Stats

- Peres, Luan

[Download
Attendees +
Performance
reports](#)

Share results with
webinar committee
(Slack / meetings)



Mine data

[Upload results on
G Drive](#)

Updates on G group emails

Host.1

- ☐ Rafaela
- ☐ Eileen
- ☐ Whoever signs up as Host

Host.2

- ☐ Rachel
- ☐ Neha
- ☐ Whoever signs up as Host

Certificate.1

- ☐ Peter

Survey.1

- ☐ Laura B.
- ☐ Neha

Moderator.1

- ☐ Laura S.
- ☐ Neha
- ☐ Whoever signs up as Moderator

Moderator.2

- ☐ Eileen
- ☒ Luan?
- ☐ Whoever signs up as Moderator

Certificate.2

- ☐ Luan

Survey.2

- ☐ Sofia
- ☐ Bianca

Admin

- ☐ Rafaela
- ☐ Mike Dark
- ☐ Malcontent
- ☐ ...

Upcoming 2021 events overview

- Busy second semester - please sign up!
- POLA - needs a push
- Conferences - need a push
- Changes in Friday seminars?
- Standardize schedule / time zone for Foundation's events

Canva

- Templates
- Rafaela

Events Tool - volunteer needed!



The Events Calendar