



NAWO LIVESTREAM SERIES

What do I need to think about to run a successful internal event?

Here are some logistical tips for running a successful event...

1. Key Stakeholder engagement: Who needs to be involved? What is their role going to be? Who is invited? Leaders, Key Opinion Drivers, Women and Men, Diversity team, HR, all functions to be represented and included or function specific?
2. Establish your objectives? These might be something like;
 - a. Bring people together to watch a segment of the live broadcast, have a cuppa and engage in informal discussion around the topic of gender diversity in our workplace.
 - b. Use the NAWO live broadcast to provoke thinking on a specific issue raised in the Livestream that is relevant to your workplace and facilitate discussion and feedback for future action planning.
 - c. Use the NAWO broadcast to stimulate thinking and then run our own mini panel discussion.
 - d. Use the NAWO Live broadcast to frame a session that reinvigorates an aspect/component of your diversity strategy such as a new initiative or policy or even showcasing a great example that is relevant to the topic of growing female talent regionally.
3. Facilitation: Who will facilitate and how many facilitators do you need? Who might you consult with to develop the run sheet/agenda for your event. **Refer to our Facilitations Resources.**
4. Establish the agenda: Please see “Setting the agenda for your event” for an example that you can amend. We recommend that you cherry pick the live stream agenda and decide which element you are going to broadcast. If you are using the recorded version rather than Livestreaming you will see that the recording is already broken into chapters for you.
5. Catering: Nothing brings people together and sparks conversation quite like food and a cup of tea or coffee! Organise some basic refreshments – doesn’t need to be flashy! Tea/Coffee/Water with muffins, sandwiches or cupcakes have been real winners at NAWO events!

6. Consider the room layout - will you have enough seats. Will your event be auditorium style for a large number of people? Or more collaborative room layout to encourage discussion and sharing (but accommodating a smaller number of people). Do you want to use break out rooms for small group discussion?
7. Test your technology. If you can run a YouTube video from the internet than you will be able to run the Livestream or the recording of the event. There is a test YouTube video and YouTube sound test available on the Livestream page of our website. Is your screen able to be seen by everyone in the room. Is the audio sufficient/working.

This is the link to the NAWO Livestream page: <http://www.nawo.org.au/nawo-livestream-events/>