



## NAWO LIVESTREAM SERIES

### SETTING AN AGENDA FOR YOUR INTERNAL EVENT

1. Decide whether you are going to watch the Livestream as it happens or use the recorded version (available from **9:00am** AEST on the 24<sup>th</sup> of November) for your event.
2. Whether you choose to Livestream, or watch the recording, decide if you are going to watch all 3 segments or just 1 or 2.
3. Log in to the segment 5 minutes before the scheduled start time (or you can log in and have the broadcast running in the back ground with the sound muted and the screen blanked out until you are ready to watch if you prefer).
4. If you are using the recorded version, rather than Livestreaming, you will see that the recording is already broken into segments for you. The duration of each segment is shown in the attached agenda template.
5. Depending on which segment you choose, we suggest that you insert a Q&A or Discussion agenda item. The time you allow for this discussion depends on your objectives. We have provided some facilitator resources to help you with this including suggested questions related to each segment and the do's and don'ts of leading a group discussion. You may even want to facilitate your own local panel discussion. The resource "Facilitation questions – Segment 3" provides you with a facilitators guide for a panel discussion.
6. Test your technology. If you can run a YouTube video from the internet then 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?

<http://www.nawo.org.au/nawo-Livestream-events/>

TIP: Have people arrive 10 minutes before the start of your event

**Please note: The recorded version of the event will be accessible after the event.**

**Don't forget to join the conversation via Social Media:**



@NAWO\_Australia



@womeninoperations



National Association of Women in Operations Group



@nawo\_au

## Agenda Template

Live stream Timings (AEST)	Segment Duration	Agenda Item	Speaker
	15 mins	Arrival and seating Local Welcome	Local Facilitator Local Senior Leader
<b>SEGMENT 1</b>			
1:00pm	25 mins	Event Opening and Welcome to Country	Megan McCracken, NAWO Chair
		NAWO – Supporting more women in operations	Megan McCracken, NAWO Chair
		Introductory Remarks	Julia Baird, MC
<b>SEGMENT 2</b>			
1:25pm	35 mins	More Women in operations – what’s in it for Men?	Troy Roderick  See Resource Sheet: Facilitation Questions Segment 2
<b>SEGMENT 3</b>			
2:20pm	65 mins	‘What’s in it for men and how do we best engage both men and women in the solutions moving forward?’	The panel of key industry leaders will be: <ul style="list-style-type: none"> <li>• Troy Roderick, EA, Catalyst Australia</li> <li>• Natalie Goldman, CEO, lexCareers,</li> <li>• Phillip Austin, President, CHEP AsiaPac</li> <li>• Michelle Redfern, Founder, Advancing Women</li> <li>• Tim Hart, CEO, Ridley Corp</li> </ul> See Resource Sheet: Facilitation Questions Segment 3
	TBD locally	<ul style="list-style-type: none"> <li>• Segment summary - key learnings/takeaways OR</li> <li>• facilitated discussion OR</li> <li>• local panel discussion</li> </ul>	Local Facilitator
	10 mins	Event Summary and Close	Local Facilitator