

Guidelines for Organising an Event

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The Events Department is available to branches and groups to provide support and assistance in the organisation, promotion and management of events. The Events team are here to assist with budgets and finance, contract management, payments, registrations, advertising, event pack and delegate communications – including an event survey and sending presenter and attendance certificates. The Events team can be asked to help with certain additional tasks when needed, including on-site support from ASMIRT staff for larger events.

Holding events is one of the most effective ways of involving members in the activities of the Branches. They are a great opportunity to showcase who you are and what you do. It's an opportunity to demonstrate the depth of content the Society has, and that we have a friendly and approachable attitude to our members and potential members.

Some useful tips for greater engagement include:

- Printing name badges for members in blue, and non-members in black for example – giving you the opportunity to easily identify those who are not part of their professional body
- Ensuring that Branch members at an event are informed ahead of time of new members, or those who are attending their first function, so that they can be welcomed
- The Events team can supply you with a short power point presentation or video about the Society and its benefits for use at the beginning of the event – it may only take a few minutes, but used wisely they are invaluable
- Encouraging all delegates to complete the event survey – and preferably using the QR code if this is possible.

Pre-Planning

There are a number of things to consider when arranging an event:

- Event purpose - consider the target audience and include this in your event request form. Consider this when naming your event.
- Event format – seminar, workshop, webinar, hybrid (both face-to-face and online), online event etc. If using a webcasting / online system, consider minimum internet requirements and suitability of your venue. ASMIRT Events team can help you with this, as ASMIRT have a Zoom account and other online options to enable easy webcasting/ screen sharing enabling people to log into the meeting on their computers and phones.

- Programming – consider topics, keynote speakers and aim. This is useful information for the promotion of your event. The Events team can assist with feedback for recommended speakers including those from interstate which may be of additional interest to local attendees.
- Application for CPD endorsement – program and learning outcomes. This needs to be completed for every event. CPD endorsement will only be considered for approval once a draft program has been submitted.
- Meeting dates - avoid dates that coincide with other company or industry events, including user groups, or holidays, even if they are in other states, as this will affect attendance and sponsorship. Also check for external community events in that area which may influence attendance, access, availability of venues, accommodation, and services. We recommend that you check ASMIRT online calendar for any clashes and any local publications / local internet searches on events in the area which will influence accommodation especially (example rowing regattas, race meetings, music festivals, other conferences, expos, community fetes etc.)
- Event location and venue. ASMIRT Events team should be the first point of contact when considering venues. They will assist you in determining the requirements. You need to consider intended numbers, concurrent rooms for different modality streams, seating arrangements (see diagram below), start and end time, audio visual needs and transportation. Is there additional floorspace surrounding your event room for registration, catering and sponsors trade table with power (if applicable)? Factor in room numbers and contingencies for a capacity event ie change of room or declare it a sell-out. This is especially important with the changing requirements due to Covid 19.

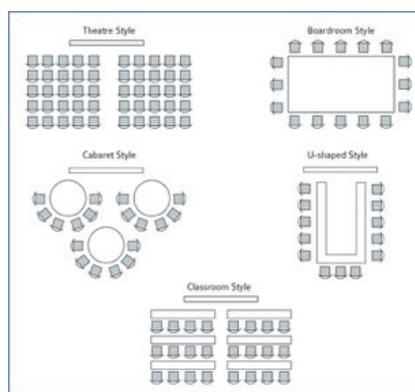


Diagram of seating arrangements

- Determine your projected financial outcome and budget for all expenses (including member/ non-member differential). Where possible it is anticipated that the member price would be 50% of the full price and advertised as such eg. Event cost \$100 – Member cost \$50. However, there will obviously be exceptions to this rule and

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will need to be discussed with the Events team when determining the budget. This budget will need to be approved by the Branch Treasurer before the event can proceed.

Pricing for online events should reflect the value of your event to attendees not the costs involved. Remember, online guest presenters would equally appreciate a gift in exchange for their time, the same as face-to-face events.

Working with the Events Department

- Conference and Events Manager: David Leach
- Event Co-ordinators:
 - Shane Maria Howell – NSW/ACT, WA
 - Sarah Tormey – Qld, SA/NT
 - Anne Romanjuk – Vic, Tas
- Communications Lead: communications@asmirt.org

Contact the team (phone: 03 9419 3336 or email: events@asmirt.org) to discuss your event.

Send through your completed **Events Request Form** and **Preliminary Budget** (please use the most current version of templates, available from the Events team). From there the Events team can help create advertising materials, create an online registration site and assist with any bookings, orders and payments.

The Events team and Communications Officer will also promote the event on the website, through social media, in member e-news and at other ASMIRT events. One-off direct send emails to members in your state are also available when required (within reason). ASMIRT understands that its members and volunteers have busy lives,

so to help alleviate some of the stress, please do take advantage of the Events Department, they have a wealth of experience and are here to assist you with your events. Below is a breakdown of the responsibilities of both the Branches/Event organisers and the ASMIRT Events department although the Events team is always available to assist with any part of the event preparations.

Authorising expenses and reimbursements for branch activities and events

The Reimbursement Claim Form is updated from time to time and can be requested by the Treasurers from the Events / Finance department of the ASMIRT. The form will need to be initially signed by the person requesting the reimbursement and authorised by the branch treasurer as per following procedures:

- a) Claim form of branch activities (branch meeting and committee meetings) need to be signed by branch treasurers (at 'Approved by Branch' field) before submitting to the Finance department.
- b) Claim form of branch events need to be firstly signed by branch treasurers then secondly signed by the events team of the ASMIRT before going to the Finance department.

If the Treasurer is the person making the claim, the claim must be authorised by the Branch Chairman or their state's director. A signature is required (at 'Approved by Branch' field). When submitting the claim form, the branch treasurers need to make sure proper tax invoices.

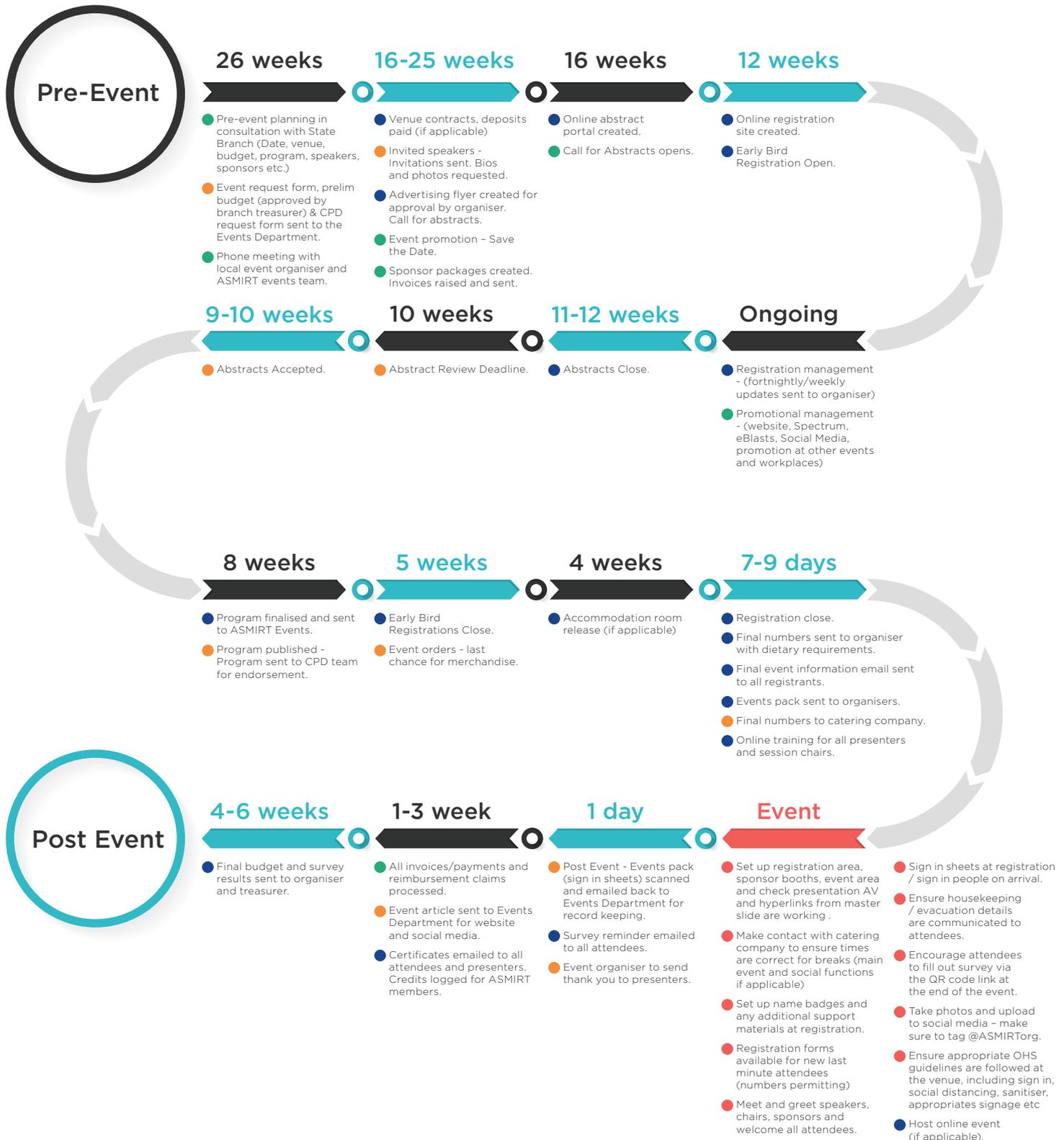
Branch/Event Organisers Responsibilities	ASMIRT Responsibilities
<ul style="list-style-type: none"> • Work with Events team to source venue and catering • Work with the Events team to source accommodation, if needed • Complete event request form and preliminary budget • Apply for CPD endorsement 	<ul style="list-style-type: none"> • Manage all contracts and venue agreements • Provide event timeline to assist event organisers • Provide run sheet template • Create advertising flyer, downloadable program and online registration site
<ul style="list-style-type: none"> • Approve advertising materials • Work with the Events team to source sponsorship • Source and be the main contact for all speakers/presenters 	<ul style="list-style-type: none"> • Event advertising (Website, social media and eBlasts) • Assist with creating and approving sponsorship packages. Raise sponsor invoices.
	<ul style="list-style-type: none"> • Manage registrations (send regular updates to organiser in lead up to the event including any dietary requirements collected from registration) • Create and send attendee communication (e.g. registration confirmations and invoicing/receipts, final email with important info) • Collate abstracts for event booklet if required • Prepare event packs and post to organiser (Name badges, program booklets, sign in sheets etc.) • Host the online meeting and training for online presenters and session chairs
<ul style="list-style-type: none"> • Work with the venue to ensure appropriate OHS compliance. • Encourage attendees to complete survey at the end of the event via the QR code survey link on the event program. Surveys include reflection so can be used for further CPD credits • Return completed sign in sheets to ASMIRT for record keeping • Send thank you to speakers • Send short event write up for ASMIRT Website and social media, post event 	<ul style="list-style-type: none"> • Work with the venue to ensure appropriate OHS compliance. • Send survey reminder to delegates post event including areas for reflection • Pay all invoices to venues and suppliers and reimbursements to organising committee as applicable • Email certificates and log credits for ASMIRT members • Prepare final budget and provide survey report to event organiser and branch executives

Event with call for abstracts

A timeline needs to be agreed between the organiser and Events Department. Ideally the event request will be sent through to the Events team in December, as most events will have been pencilled in by then. If that is not possible, then a minimum of 18 weeks prior to the event.

Task List Allocation

- Branch
- ASMIRT
- Collaboration



Event without call for abstracts

A timeline needs to be agreed between the organiser and Events Department. Ideally the event request will be sent 6 months+ (a minimum of 8 weeks) prior to the event. Training for all online presenters and session chairs should happen 5-7 days ahead of the event itself.

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CPD Endorsement of Events

For each event seeking endorsement as a Branch event, a *CPD Approved Activity Design Template* must be completed.

https://www.asmirt.org/asmirt_core/wp-content/uploads/ASMIRT-CPD-Approved-Activity-Design-Template_July-2022.pdf

 Australian Society of Medical Imaging and Radiation Therapy <small>The national professional organisation representing medical radiation practitioners ABN 26 924 779 836</small>		
CPD Approved Activity Design Template		
Name of Activity	Please enter the activity title.	
Duration	Please indicate the expected duration of the planned activity in hours.	
Number of events	Please indicate how often the activity will be conducted.	
Date of Activity	Please indicate the date/s of the activity	
Aim	Please list the aim/s of the activity.	
Objectives	Please list two or more learning objectives, in bullet point fashion. At the completion of this activity the participant should be able to:	
Evaluation Method	Please provide a brief statement how the activity will be appraised and how feedback will be analysed (e.g., survey, discussion and recommendations with participants, independent evaluation).	
Presenter's name and qualifications	Please attach the bio of the presenter engaged to deliver this activity.	
<small>Please use this template when providing the CPD Team with the details of additional activities to be included in a CPD Approval.</small>		
Registered Office: Suite 1040-1044 (Level 10) 1 Queens Road Melbourne Vic 3004 Australia	All Correspondence to: P.O. Box 16234 Collins Street West Vic 8007 Australia	Contact us: T +61 3 9419 3336 F +61 3 9416 0783 W www.asmirt.org

It is recommended that the *CPD Approved Activity Design Template* is provided by the branch chair to the organisers of each event as soon as possible.

Organisers of events are requested to complete and submit this *CPD Approved Activity Design Template* to both the CPD and Events teams at least 6 weeks prior to the event, so that the relevant CPD endorsements can be sought and signed off. This will also allow Certificates of Attendance to be sent to delegates following the event.

CPD Endorsement cannot be approved until the event program has been received by the CPD and Events teams.

It is the responsibility of the event organiser to submit these documents to the secretariat in a timely fashion for processing.

CPD Approved Activity Design Template

Activity Aims

The aim is what you hope to achieve by running the activity.
The following questions should be considered when writing your aim(s).

- What is the aim of the activity/program?
- What needs/issues are you planning to address in the activity/program?
- Are you planning to provide participants with new/updated/specific/technical or broad information?
- Are you providing opportunities for participants to develop new skills?

Learning Objectives

Learning objectives describe a) what the participant will or could expect to gain from attending or participating in the CPD activity; and b) how participants can apply the knowledge. Learning objectives should be clearly stated and available to participants of all CPD activities.

Learning objectives offer the following:

- An identifiable and measurable outcome of the activity
- A guide for the planning and delivery of the activity for the presenter(s)
- A metric for evaluation

Learning objectives should be written in action-orientated terms with the learner's development needs firmly in mind. A learning objective should:

- Include a measurable verb (e.g., describe, design, assess, apply, explain, analyse)
- Focus on the learner

The following are common errors made in writing learning objectives:

- Simply listing topics that will be covered
- Using non-measurable verbs (e.g., understand, gain awareness)
- Not focusing on the learner (e.g., the presenter will provide . . .)

Why are learning objectives important?

Having these provides the basis for the delegate to construct their CPD reflections.

It is recommended that organisers have a slide at the beginning of the event/session containing the learning objectives and a slide at the end stating what was learnt/covered in the event/session.

Additional CPD Activity Details – Program Outline

Providing a program outline and any other additional CPD activity details is important because it assists the ASMIRT determine how well the program is designed and the topics that will be covered in presentations and ultimately the quality of the CPD activity. A program outline should be provided for all CPD activities that are requested for CPD approval.

Upon request the Event team will liaise with CPD staff to provide a QR code to scan for noting attendance and CPD hours.