

IUGA Online Event Guidelines

IUGA has many different types of online events. These may include webinars, SIG sessions, and other virtual initiatives. To ensure that each event receives the proper promotion, attendance, support, and attention, we aim to have no more than 2 events per month.

Planning Timeline

1. **8 weeks before event**- Requester (Committee Chair, SIG Chair, or IAB member) sends in formal request using the form below a minimum 8 weeks prior to desired online event date. The Board has one week to review and approve (or deny) request. If neither the preferred date or the alternative date is available, the IUGA Office will offer the requester the next available timeslot.
2. **7 weeks before event**- Speakers and moderators for webinars are invited by the IUGA Office. For SIG sessions and other online events, the requester will send the invitations. Speakers and moderators will have one week to send a headshot, bio, and speaker release form. If these items are not received on time, we reserve the right to find a replacement speaker or moderator.
3. **6 weeks before event**- After having received all headshots, bios, and speaker release forms, the IUGA Office will begin work promoting the event. This will include, but not be limited to: Setting up a Zoom link, creating a registration page on the IUGA website and a listing on the IUGA Event Calendar, including the event on the IUGA homepage and in 2 or more mailings and 3 or more social media posts,
4. **2 weeks before event***- Speakers must participate in a practice session and provide their pre-recorded presentation to the IUGA Office.
5. **2 days following the event***- If applicable, the recording of the event will be edited and published on the IUGA member page.

Please note that incompliance with the timelines outlined above may result in replacement of designated speakers or a cancellation of the online event.

*Not applicable to SIG Sessions

Online Event Request Form

Date of Event:

First Choice

Alternative

Time of Day:

First Choice

Alternative

Topic:

Speakers:

Moderators:

Agenda (ie how long per speaker, how long for Q and A, etc):

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- IUGA online events are 1-1.5 hours in length.
- IUGA online events consist of 2-3 speakers for a one hour event or 4-5 speakers for a 1.5 hour event.
- There are 2 moderators per event.
- All presentations for a webinar are pre-recorded unless otherwise agreed upon by the IUGA Office.