

SEPTEMBER 2025, v1.2

THRIVE FRAMEWORK WORKSHOP

Zoom User Guidelines

Contents

If you have trouble finding something, we suggest using this Contents Page and the **Command-F** (Mac) or **Crtl-F** (Windows) search function to help you find the information you are looking for

Resources **3**
Running The Workshops **?**
Download Zoom **4**
Audio and Video (AV) settings **4**
'Screen Share' in a Zoom meeting **5**
Virtual Meet Room Tools **8**
Using Annotation tools **8**
Whiteboard **9**
How to share a Whiteboard 11
How to upload documents and images to the Whiteboard 12
How to add a page to the Whiteboard 12
How to insert a template from an existing Whiteboard 12
Instant Chat / Messaging **15**
Reactions in a Zoom meeting **16**
Polling in a Zoom meeting **16**
Types of questions 17
Prerequisites for creating Breakout rooms from poll results 18
Limitations for creating Breakout rooms from poll results 18
Sharing poll results 18
Re-launching a poll 18
Multiple question sets 19
Create a quiz during a meeting 19
Zoom Breakout Rooms **19**
Important video tutorial links 19
Breakout Room 19
Enable Zoom Breakout 19
How to create Breakout Rooms 20
Some important Tab instructions 22
Recording Breakout Rooms 22

Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.
Otherwise, let the #wiki Slack channel know.

Resource
TF Workshop Calendar, and further resources: https://docs.google.com/spreadsheets/d/1TQ5evmGshNYEGd3fn0XmtO97JI_uS9iTxbj26-hVSW4/edit?usp=sharing
1st Guest Speaker Registration form - Expression of Interest for Speakers: https://forms.gle/Vmrgi12E8KqW7KQd9
1st Guest Speaker Registration form: RESPONSES / EDITING LINK (*Make sure you are logged in to an account with editing access*): https://docs.google.com/forms/d/1574Sr3DbvhXAJSHi6wYWOI0jBGl-wFk5DXddqa0aLLo/edit
2nd Guest Speaker Registration form - Collects Details About Speakers and Presentations: https://forms.gle/Zo4cmrFWyaxnmqxw9
2nd Guest Speaker Registration form: RESPONSES / EDITING LINK (*Make sure you are logged in to an account with editing access*): https://docs.google.com/forms/u/3/d/1tIXF5fffJ-ySq4y_rGrc-8JBU7KzKtmehhWu1hTmN4U/edit
TF Workshop Participant Registration Form: https://docs.google.com/forms/d/1xqxDXymKL3mgyuvYQH2dJKbqvyeRDNPnhSe9xqWMwMA/edit
TF Workshop Participant Feedback Form: https://docs.google.com/forms/d/1ZekrDKXDniQ43WFQIAqVNGfAzAvJPanYaYjXN8fnr6E/edit
TF Workshop Host Presentation Template (ask #it-support Slack channel if you need access): https://docs.google.com/presentation/d/16IQMnSMAUiby7hl0jnbZd_MBKrIuY81hwOsX6KnnjKk/edit?usp=sharing
TF Workshop Guest Presentation Template: https://docs.google.com/presentation/d/10_R9UeTQtK4atrlF3xz5GXtPp7sceZqmW5do_yUkERc/edit?usp=sharing
February 2025 TF Workshop Host Presentation (example): https://docs.google.com/presentation/d/1nkYpk_yqUtpdzGaA7MtONcvLH-u8qAZRUSS6IHfIXo4/edit?usp=sharing
EventBrite and Humanitix Event Creation Guide: https://docs.google.com/document/d/1XCdlPxXPPcMzAMULp-pKriYafqchIjFsRfBdBeNm4K8/edit?usp=sharing
Host Script Examples - create new host scripts in Google Docs: • **Online:** https://docs.google.com/document/d/1HfmwtE2nkopIQ9tQZTPz6Fma1BMF8PPjw_QAbYb_H_I/edit?tab=t.0 • **Hybrid:** https://docs.google.com/document/d/1otOMOQ6Ey88dqJRJAXZN1ZntshGtjeBhZs-uE_qXOps/edit?tab=t.0
About the THRIVE Framework (TF) Workshops (online): https://thrivabilitymatters.org/thrive-workshops/thrive-framework-workshop/

About the Flourishing Workshops (Hybrid): https://thrivabilitymatters.org/thrive-workshops/flourishing-workshop/

THRIVE Framework Workshop Guest Speaker Guide:

- **Google Docs:** https://docs.google.com/document/u/9/d/1FtGsoGQfiSxjDtgVFo6mSUBHQ7tmCO8cZAqFrBaKhpc/edit?tab=t.0#heading=h.9hsikbi3br4m
- **Webpage:** https://thrivabilitymatters.org/thrive-workshops/thrive-framework-workshop/guest-speaker-guide/

Flourishing Workshop Sponsorships Guide:

- **Google Docs:** https://docs.google.com/document/d/130vZAaZ5y6VI0iAo8SkwwoOQEhiGSOWfLwA0fAbkv0o/edit?tab=t.0
- **Webpage:** https://thrivabilitymatters.org/thrive-workshops/flourishing-workshop/sponsor/

TF Workshop Email Templates:
https://docs.google.com/document/d/1b7j7bZlt_RzdqsLNg4G8KS4czfe3dY9snqxm3dy4wKg/edit?tab=t.0#heading=h.rljp43gje3of

TF Workshop Themes:
https://docs.google.com/document/d/1zTTOZFtgvcMhmxzhcRoKw9Fu2xxjswfpORzzzBrtW2E/edit?tab=t.0

TF Workshop Checklist:
https://docs.google.com/document/d/1GcRke3bN0S5wcOhUsFFQqeisrJLG_xBMDXya8uRBpyc/edit?tab=t.0#heading=h.7vopinnxjcct

Resources - Post Event

Upload Recorded Meetings to NextCloud:
https://nextcloud2.strive2thrive.earth/index.php/apps/files/?dir=/Uploads

Credentials for accessing NextCloud: https://wiki3.strive2thrive.earth/storage.html

Resources - More Information

Social Media Guidelines: Use this to guide event promotions.
https://docs.google.com/document/d/1aBMKmQi6pGW_QAEGfdXMEDhuUQj8S-vja5ud7jnroVk

Resources - Emails

thriveprojectworkshop@gmail.com - Main email used for guest speaker communications. Send speaker certificates through this.

workshop@strive2thrive.earth - Alternate email used for guest speaker communications..

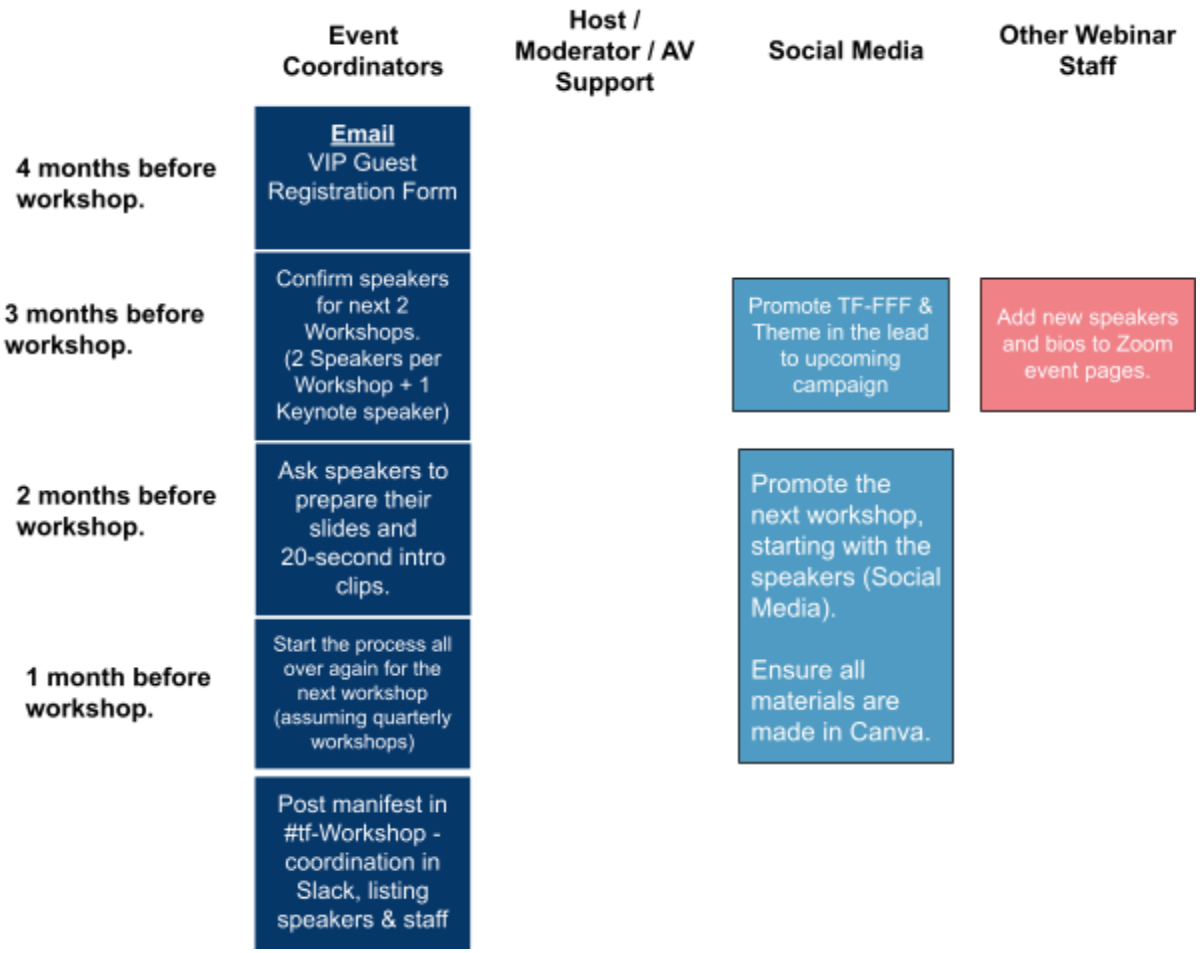
participant@strive2thrive.earth - Email for communications with participants, such as for participant attendance certificates.

Workshop Timetable

For each Workshop, these steps must be done - ideally, the Workshop team should be working on multiple Workshop at once, with each person moving to the next Workshop once work on the current one is finished.

Event coordinators are responsible for making sure these are done.

The below image summarizes the pre-Workshop processes, while the next page has a table which **goes into detail on all Workshop processes** *(pre*-Workshop*,* Workshop *and post*-Workshop*)*, including where to find resources.




15 days before workshop.
Remind speakers to provide any missing materials.
14 days before workshop.
Post manifest in the Slack channel for the workshop being worked on (i.e, #tf-workshop for the THRIVE Framework Workshop), listing speakers & staff
Promote each speaker, sending out 2 posts for each: One with their details, and another of their video.
10 days before workshop.
Prepare Workshop Slides and Script. Ask #quality–check Slack channel to look over it for issues.
Post workshop registration numbers in the Slack channel for the workshop being worked on (i.e, #tf-workshop for the THRIVE Framework Workshop)
7 days before workshop.
Post manifest in the Slack channel again.
3 days before workshop.
Send out a post every day (including the webinar day), counting down towards the webinar.
1 day before workshop.
Send email to speakers reminding them of the workshop, and the details.
After the workshop.
Send emails with guest speaker and participant certificates.

Detailed Timetable

When	What Needs To Be Done	Who is responsible
Pre-Workshop		
4 months before Workshop	**Email** Send the form here: ***Check with #Team-Engagement*** Information on finding speakers: How to Recruit Speakers Information on contacting speakers: How do I contact potential speakers?	**@eventorganiser/ #engagement**
3 months before Workshop	**Confirm speakers with #Engagement for upcoming Workshop.** Email the Guest and start communication through *workshop@strive2thrive.earth*	**@tfworganiser**
3 months before Workshop	**Confirm the Keynote Speaker(s) for the upcoming Workshop.** Email the speaker(s) to let them know.	**@tfworganiser**
1. Immediately once the Guests are confirmed.	**Update Zoom Workshop events** to list the Guest and their bios. Workshop events (after log in): **LINK**	**@tfwAV-support @tfwzoomhost**
2. Immediately once the Guests are confirmed.	**Update Workshop page** (LINK) **& Speaker page** (LINK) with the new information from **Guests.**	**#website-refresh**
3. Immediately once the Guests are confirmed.	**Update Workshop Calendar TAB "<month year>"** As soon as **INFORMATION** becomes available. This is important because other teams like social media and newsletter use the information from this doc.	**@tfworganiser**
4. Immediately once the Guests are confirmed.	Ask/confirm with **Guests** to prepare their **presentation slides** and **20 second introduction clips**, as soon as possible (for the social media team).	**@tfworganiser**

5. Immediately once the Guests are confirmed	**Start promotions** for the upcoming Workshop on our Social Media Channels. It starts with **TF-FFF & Theme** in the lead to upcoming campaign	**@socialmedia**
T-10 weeks to Workshop	**Work alongside Guests to help them prepare Workshop Session / slides.** **Gather Guests slides.**	**@tfworganiser**
T-8 weeks to Workshop	**Start promotion** for the upcoming Workshop on our Social Media Channels for **future Participants** to register Continue with **TF-FFF & Theme** promotions More information on processes is here.	**#social-media**
T-8 weeks to Workshop	Post a manifest in the **#tf-workshop** and **#tf-workshop-coordination**, listing who is responsible for what in Workshop. Send the Workshop Checklist to the team.	**@tfworganiser**
T-4 weeks to Workshop	**Post a reminder on the manifest #tf-workshop** and **#tf-workshop-coordinator** Post this **4** weeks, **14**, **7** and **2** days before, and on the day of the Workshop. Ensure the Workshop Checklist is confirmed by all members on the manifest.	**@tfworganiser**
T-4 weeks to Workshop	Post ***Participant Registration Form*** on various slack channels to encourage Thrivers to register and attend. Reminder post as required.	**@tfworganiser**
T-4 weeks to Workshop	**@tfwzoomhost will update Workshop Registration Report**, and post registration numbers in the **#tf-workshop.** Post this again **7 days** before, and on the day of the Workshop.	**@tfwAV-moderator/ @tfwzoomhost**
T-3 weeks to Workshop	Send reminder for rehearsal. Get Team Builders to add events to the Thrive Calendar.	**@tfworganiser**
T-14 days to Workshop	**Post a reminder on the manifest**	**@tfworganiser**

	#tf-workshop & **#tf-workshop-coordination** Post this **14**, **7** and **2** days before, and on the day of the Workshop. Ensure the Workshop Checklist is confirmed by all members on the manifest.	
T-14 days to Workshop	Update Workshop calendar with presentations sent by the Guests. Post the followings in the **#tf-workshop** and **#tf-workshop-coordination** on Slack. Manifest, Workshop Host slides, Host script, Q&A questions, and Guest's final slides.	**@tfworganiser**
T-14 days to Workshop	Gather **Guests and Workshop** team members **for rehearsal.** More information on rehearsal processes here. Record the Workshop meeting and upload this to our **NextCloud.**	**@tfwguest** and All Workshop team members
T-14 days to Workshop	**Update Zoom Workshop events** with list of **registered participants** and their bios. Workshop events (after log in)	**@tfwzoomhost/** **@tfworganiser**
T-14 days to Workshop	Zoom automatically sends out reminders to all registered Guests and Participants. They will be sent out 2 weeks, 1 week, 1 day, and 1 hour day before the Workshop. Ensure this is happening.	**@tfworganiser** / **@tfwAV-support**
T-7 days to Workshop	**Post a reminder on the manifest** **#tf-workshop** and **#tf-workshop-coordinator** Post **7** and **2** days before, and on the day of the Workshop. Ensure the Workshop Checklist is conformed by all members on the manifest.	**@tfworganiser**
T-7 days to Workshop	Zoom **automatically** sends out reminders to all registered Guests and Participants. They will be sent out **1 week**, **1 day**, and **1 hour** before the Workshop. Ensure this is happening.	**@tfworganiser** / **@tfwAV-support**
T-7 days to Workshop	**Post the manifest** in the **#tf-workshop** and **#tf-workshop-coordination** again. Update as needed.	**@tfworganiser**

T-2 days to Workshop	Post a reminder on the manifest **#tf-workshop** and **#tf-workshop-coordinator** Post this **2** days before, and on the day of Workshop. Ensure Workshop Checklist is completed by all members on the manifest.	**@tfworganiser**
T-1 days to Workshop	Zoom **automatically** sends out reminders to all registered Guests and Participants. They will be sent out **1 day**, and **1 hour** day before the Workshop. Ensure this is happening.	**@tfworganiser** / **@tfwAV-support**
T-1 day to Workshop	Update Workshop calendar with presentations sent by the **Guests**. Post the followings in the **#tf-workshop** and **#tf-workshop-coordinator**. Manifest, Workshop Host slides, Host script, Q&A questions, and Speaker's final slides.	**@tfworganiser**
When	**What Needs To Be Done**	**Who is responsible**
On the day of Workshop		
T-1 hour to Workshop	Zoom **automatically** sends out reminders to all registered **Guests** and **Participants**. They will be sent out **1 hour** before the Workshop. Ensure this is happening.	**@tfworganiser** / **@tfwAV-support**
On the Day of Workshop	Post a reminder on the manifest **#tf-workshop** and **#tf-workshop-coordinator** Post this on the day of Workshop. Ensure the Workshop Checklist is completed by all members on the manifest.	**@tfworganiser**
30 mins before the Workshop	**Start Workshop meeting.** Let staff and Guests in, but do not let **Participants** in yet. Refer to the manifest in **#tf-workshop** and **#tf-workshop-coordinator** channel to see who should be let in.	**@tfwhost** **@tfwAV-support**
10 mins before the Workshop	**Allow** the Guests and Thrive members to enter Zoom.	All Workshop staff and **@tfwguests**

Start of Workshop: processes are described here.		All Workshop staff and **@tfwguestys**
When	**What Needs To Be Done**	**Who is responsible**
Post - Workshop		
At end of Workshop	Send out ***Speaker Feedback Survey Form*** ***Participant Registration Form*** To all Session Speakers and Participants	**@tfworganiser**
At end of Workshop	Request all **@breakoutroom-moderators** to pass on the room recordings to the @tfworganiser	**@breakoutroom-moderators**
At end of Workshop	**Update the registration page URL** to point to the next Workshop. The zoom registration page should include Guests short bios and the topics they will be talking about. Test the URL to make sure it works and reflects the new Workshop.	**@tfwAV-support**
At end of Workshop	**Update the Workshop Registration Report**. Add information on attendees.	**@tfwAV-support**
90 mins after the Workshop	**Update Workshop and speaker web pages**	**@tfworganiser**
2 days after the Workshop.	**Send thank you emails to speakers with certificates attached.**	**@tfworganiser**
2 days after the Workshop.	**Create a Workshop write up** and post it to the Website. More info about process is here.	**@copywriters**
1 week after the Workshop.	**Create and upload Workshop presentation videos**. More info about process is here.	**@video-editor**

About Thrive Framework Workshops (TFW)

Purpose

These online THRIVE Framework Workshops are based on the **THRIVE Framework Foundational Focus Factors** (TF-FFF). Workshops provide an opportunity for experts, specialists, researchers, or anyone with a passion for these fields to share their discoveries and experiences.

Each workshop has a different theme based on **THRIVE Framework Foundational Focus Factors.**

Objectives

The following key objectives inform the overall structure and format of the Workshop:

1. Secure 2 high-quality **Guest** speakers for each Workshop event.
2. Secure 1 high-quality **Keynote** speaker for each Workshop event.
3. Deliver a professional, informative event that:
    a. Engages and inspires our target audience/participants.
    b. Provides a forum for discussions with likeminded individuals around thrivability and solving the issues affecting our planet.
4. Share content from each Workshop via THRIVE's website and media communications.
5. Learn and reflect after each Workshop, considering both team and attendee evaluations.

Target Audience

Our target audience includes anyone who has an interest in **the Foundational Focus Factors**, **thrivability, solving the challenges affecting our planet** and/or any of the **UN's Sustainable Development Goals**. These may be experts or non-experts including:

- Academics
- Researchers
- Professionals
- Laypeople

Our audience may be obtained through many avenues, such as:

- THRIVE Social Media platforms (e.g. Facebook, LinkedIn, Instagram, X, Reddit, Podcast, YouTube(need to plan))
- Thrivability Matters Newsletter
- THRIVER networks
- Upcoming or previous speakers' networks
- Recommendations from family/friends

Workshop Themes

	SYSTEMIC HOLISTIC MODEL			
SCHEDULED DATE	**THEMES**	**FACTOR 1**	**FACTOR 2**	**FACTOR 3**
28th FEBRUARY 2025	SIGNIFICANCE	MATERIALITY	MULTI–CAPITAL	INTEGRAL THINKING
30th MAY 2025	SCALE	FINITE RESOURCES	SCIENCE–BASED TARGETS	CONTEXT–BASED METRICS
29th AUGUST 2025	SCOPE	ENTITY MODEL	STRONG SUSTAINABILITY	COMPLEX WICKED PROBLEMS
28th NOVEMBER 2025	SHIFT	SYSTEMS THINKING	REGENERATIVE ECONOMY	VALUES–BASED INNOVATION

The workshops are based on THRIVE's Framework Foundational Focus Factors **(TF-FFF).**

Each of the 12 Foundational Focus Factors describe the different ways to measure efforts towards not just sustainability, but thrivability.
Arranged into four quadrants, these are as follows:

- **SIGNIFICANCE:** Learning about the issues that affect us, their impacts, and the consequences of failing to deal with them. This allows decision makers to know which issues are the most important / have the greatest impact.
- **SCALE:** Seeing the extent of issues that affect us, both in isolation and their impacts on other issues, and how to manage them.
- **SCOPE:** Finding out where efforts to fix issues should focus on.
- **SHIFT:** Understanding the changes that need to be made to maximise positive impacts towards thrivability.

More information about the Foundational Focus Factors can be found in this webpage.

These combine into the THRIVE Framework, which enables differing sustainability approaches to intersect and create a holistic, context-based, and systems-informed framework. The purpose of THRIVE Framework is to measure sustainability, assessing the performance of strategies and operations by integrating 12 Foundational Focus areas. In doing so, we can create a clear picture for future paths, with the intention of delivering on thrivability. The TF-FFF aims for a humanity that is able to survive and overcome the devastation inflicted upon the planet and, better yet, build the foundations for a world that thrives beyond this.

When is the next THRIVE Framework Workshop?

Workshop themes and topics are saved in the Slack channel for the workshop event.

At present, THRIVE Framework Workshops are scheduled quarterly, as shown below. This may change in the future depending on demand and the availability of THRIVERS to run the events.

For any other workshops, please check the Slack channel for that workshop.

	SYSTEMIC HOLISTIC MODEL			
SCHEDULED DATE	THEMES	FACTOR 1	FACTOR 2	FACTOR 3
28th FEBRUARY 2025	SIGNIFICANCE	MATERIALITY	MULTI–CAPITAL	INTEGRAL THINKING
30th MAY 2025	SCALE	FINITE RESOURCES	SCIENCE–BASED TARGETS	CONTEXT–BASED METRICS
29th AUGUST 2025	SCOPE	ENTITY MODEL	STRONG SUSTAINABILITY	COMPLEX WICKED PROBLEMS
28th NOVEMBER 2025	SHIFT	SYSTEMS THINKING	REGENERATIVE ECONOMY	VALUES–BASED INNOVATION

Event Roles

Successful events depend on people working together.

Make sure everyone attends the training sessions and is properly equipped for their role, e.g. has access to login details etc. It is also important that each member can commit to the required dates, and can contribute. Everyone needs to know their role for a successful event and should attend the Rehearsal event to rehearse their part. A list of people and their roles are below for reference.

Note that “Shadow” refers to a backup person for the role. They largely exist to observe, though if they have shown capability in the past, they may assist in an emergency.

Who?	What they do:	When they act:
@tfworganiser	• Coordinate with #engagement to source Guests + Keynote Speaker for the campaigns • Once Guests funneled through from #engagement, Build and maintain relationships with potential speakers, through *workshop@strive2thrive.earth* • Oversee the preparation, promotion and execution of the event. • Work with @copyeditor to QC the speaker’s information before sharing the information in the Workshop calendar. • Ensure all the speaker’s information is accurate for promotions. • Co - host the rehearsal event together with @tfwhost, @tfwzoomhost, @tfwAV-support and support team • Check the Host script and slides for the event • Send reminder to Thrive members to join the Workshop in slack channels: #events #general #tf-workshop #tf-workshop-coordination	Planning and Logistics
@tfworganiser Support (Shadow)	• Support the @tfworganiser	
@tfwhost	• Host Rehearsal • Introduce and conclude the event. • Introduce the Keynote Speaker, presentations, and anything else that happens in the event.	Event Execution

	• Guides the schedule at the event and when Guests present.	
@tfwhost Support (Shadow role)	• Support the @tfwhost	
@tfwspeakers	• Provide their details and slides to us before the event. • Attend rehearsal 1 week before the event. • Deliver their presentation at the event.	Logistics, Event Rehearsal and Execution
@tfwkeynote speaker		

@tfwzoomhost	• Register all stakeholders in Zoom
	• Set up a Zoom webinar to make sure **@tfwhost and all moderators** are allowed as co-host and allow recording rights.
	• Set up a Zoom webinar to make sure register **@tfwspeakers** as panelist
	• @tfwzoomhost to works with the **@speaker**
	• Host the rehearsal
	• Organize and Open Breakout rooms
	• Open Whiteboard
	• Launch polls when and if needed.
	• Record the event and upload it to THRIVE's NextCloud for editing later.
	  ○ This should include presentation slides, chats, and all documents.
	• Name referencing of recordings and files to done in the respective formats before upload as
	1. **Videos:** YYYY-MM-DD 2024-11-13 10.21.44 THRIVE Framework Workshop - Internal/External - Room Type No. #YY.WW
	  - **Eg:** THRIVE Framework Workshop - Internal - Breakout Room 1 #24.50
	2. **PDF/Word File:** THRIVE Framework Workshop - Internal/External - Room Type No. Activity
	  - **Eg:**THRIVE Framework Workshop - Internal - Breakout Room 1 Activity
		Event Rehearsal and Execution

	3. **Presentation/Slides:** TFWYYYMM TF Workshop Guest Presentation Name - **Eg:** TFW202412 TF Workshop Guest Presentation Dr. Quddus Wazirzada ● If issues occur, they strive to fix them.	
@tfwAVmoderator	● Handle technical aspects of the event. ● Alert speakers behind the scenes when they should present.	Event Rehearsal and Execution
AV support (Shadow)	● Support the **@tfwAVmoderator**	
@tfwchatmoderator	● Provides in-chat links to activities/Files at the relevant time. ● If issues occur, they strive to fix them. ● Make sure discussions remain civil. ● Remove and/or give warnings to those who disrupt the event.	
@tfwbreakout room moderator	● Record the breakout room proceedings and save it in your local drive ● Provide support and assistance to participants in breakout rooms ● Moderate the Whiteboard activities ● Assist the @tfwmoderator, @tfwhost interaction with participants ● After the event gets over ● Note: The moderator **is not** an active member to brainstorming discussion that happens inside the room. And will remain on mute and camera feed-off the whole time, until and unless requested any assistance or information from participants.	

Shadow Breakout Room Moderator	• Support to **@tfwbreakout room moderator**	Event Rehearsal, Execution and Post Workshop
@icebreakermoderator	• Moderate the icebreaker session at the start of the session • The session runs after the @tfwkeynote speaker has delivered their speech • The Breakout room activity(s) can be selected from the FOLDER	Ice-Breaker session
@copywriters	• Edit any content that goes out to the public, which includes the Workshop write-up, website content, and any marketing content	Planning, Promotion and Post Workshop
@socialmedia	• Create social media marketing material from **3 Months** before the event. • Promote the event on our social media channels, starting with TF-FFF promotion leading up to the event and Guests promotion. • Promotion keeps going until the Workshop.	Promotion
@email-team	• Create email marketing material from 6 weeks before the event. • Promote the event on our email channels and newsletter, starting from at least 4 weeks before the event. • Promotion keeps going until the Workshop.	Promotion

@video-editor	• Download event recordings on NextCloud, and edit them, this includes:
	  ○ Adding the intro and outro.
	  ○ Editing the sound and video to be as clear as possible.
		Post-Workshop

Planning

Who is responsible: @tfworganiser = ‘R’ Responsible person/s in the **RASCI**. ‘A’ = Accountable person should follow up and ensure that all the necessary tasks have been completed.

If no RASCI exists for your workshop event channel, please meet to organise this before starting the planning process.

The #Engagement Slack channel holds the responsibility of recruiting Guest speakers, and liaising with all external event teams, including all Workshop teams (such as **#tf-workshop).**

The Slack Channel for each event is responsible for coordinating efforts in running the team and ensuring the event runs smoothly - to this end, all team members must ensure that all processes are being followed in the lead up to, and during each event.

For example, #tf-workshop is responsible for the THRIVE Framework workshops.

NOTE: Certain teams may have Coordination channels where planning and coordination efforts are discussed - please check with the event’s Slack channel.

Workshop Organiser responsibilities include:

1. Hosting **regular** meetings with the workshop team, usually weekly.
2. Posting the manifest multiple times leading up to the event, and ensuring that everyone assigned to rolles can actually perform them.
3. Coordinating between teams / team members to ensure efforts toward planning and running of events runs without issue.
4. Providing Workshop content to the:
    a. #newsletter team to ensure we can promote the event there.
    b. #website-refresh team to keep the Workshop and speaker pages updated. Alternatively, the organiser(s) (or website team) can update the pages themselves click here for instructions.

Click the links above to find out more information.

Why do we need speakers?

We need speakers to fill up the next 6-12 months of Workshop.

Recruiting speakers is an essential part of organising a Workshop.
Without speakers, there is no Workshop!

Benefits for Speakers

Through THRIVE Project, speakers can potentially reach our 24,000+ followers from across the world.
We not only host the **live event** on the day, but also **promote** it on our social media platforms. Additionally, we **record** their presentation and professionally edit it, to later be uploaded to our YouTube channel.

They may also receive further opportunities, such as a chance to present on our webinars and/or podcasts, contributing to white papers, collaborating on blog posts, or getting involved with our cluster/research teams.

How to Recruit Speakers

The #Engagement team's role is to find speakers for all external events.

To this end, each Workshop needs 2 Guest speakers + 1 Keynote Speaker (and 1 extra backup speaker) for each Workshop. Each speaker should have academic and/or professional experience **(but this is not necessary) in that Workshop theme** or be able to **speak on a topic that can fit into the theme**, as listed in this guide, and the Speaker Guidelines. The speaker can be doing something extraordinary or have a special interest in the area of the Workshop themes.

If a speaker cannot make it, get the backup speaker to present.

NOTE: Speakers can be THRIVE researchers who have made engaging presentations in the past, and are useful if you cannot find anyone else to fill a slot. This is an opportunity for them to speak in front of a live dynamic audience. Ask the Thrive member to register and complete the **Guest Speaker Registration Form**, then collect their details like any other speaker.

There are several different methods for recruiting speakers, each with differing levels of success.

Who should I approach?

You should look at the Foundational Focus Factors and consider what sort of topics fall under these themes. You might like to refer to the **#research-content** or **#media-distribution** Slack Channels for ideas to help with this.

You could also use AI tools such as ChatGPT to help you brainstorm by using prompts such as *'You are helping me prepare a list of topics for speakers presenting at an event where the theme is Regenerative Economy in Different Infrastructure Sectors. Suggest 10 topics that speakers may present on.'*

Once you have a comprehensive list and a good idea of the type of speakers you are looking for, you can start looking for speakers.

Where can I find speakers?

Here are some places to start locating potential speakers.

1. **LinkedIn** - utilise the search function, and also your networks and those of THRIVE's relevant and most prominent researchers and professionals.
2. **The Conversation** (and other academic-based websites) - search for articles relevant to the webinar themes, and directly contact the authors via their Author profile.
3. **Online Research** - a simple Google search can help too. E.g. *'NGOs focused on SDG 4'* or *'Quality Education and Sustainability professionals'*
4. **Greenpeace -** we can contact their Outreach team (see previous emails to continue the conversation) and/or apply and book for speakers within their organisation via their portal which will outline more in depth the topics we would like to cover. https://www.greenpeace.org.uk/volunteering/greenpeace-speakers/
5. **https://onalytica.com/contact/** - Reach out to potential speakers.
6. **Universities** - consider contacting colleges or universities particularly in the research departments for potential speakers.
7. **Thrive members** - you may like to consider some of Thrive's existing volunteers for a speaker position, though this should not be relied upon exclusively. This is a good

'back-up' for when a secured speaker drops-out at the last minute and can no longer attend.

8. **Previous notable guest speakers** - consider contacting previous speakers who were memorable and made a positive impact on our audience previously. They may be happy to come back and present a second time on a different topic.
9. **Podcast team** - utilise the networks of the other outreach teams, find out if they have any contacts relevant to your themes.

Previous Speaker contacts

All previous contacts can be found in the 'Potential Speakers' and 'Speaker Registrations' tabs in the TM Webinar Calendar, the previous months' tables in the Workshop Calendar, or the Engagement Calendar.

How do I contact potential speakers?

You should reach out to speakers via the **TF Workshop email accounts**: **workshop@strive2thrive.earth** **&** **thriveprojectworkshop@gmail.com**. The email templates are already saved in this account and are described in more detail below.

Ask **#it-support** for access if you are a Workshop Organiser. They will also be able to provide the Two-factor Authentication code, please inform them of your log-in attempt and they will provide the code.

What do I say in my emails?

You may wish to personalise emails, but the quickest way to send out information is using the **Templates** function in Gmail.

There are many **templates** saved in the Events Gmail, which you must personalise when emailing potential speakers.

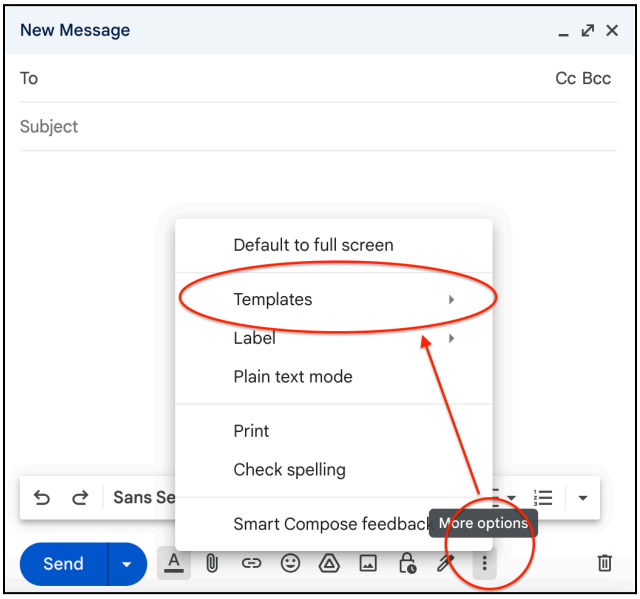
How do I use the templates?

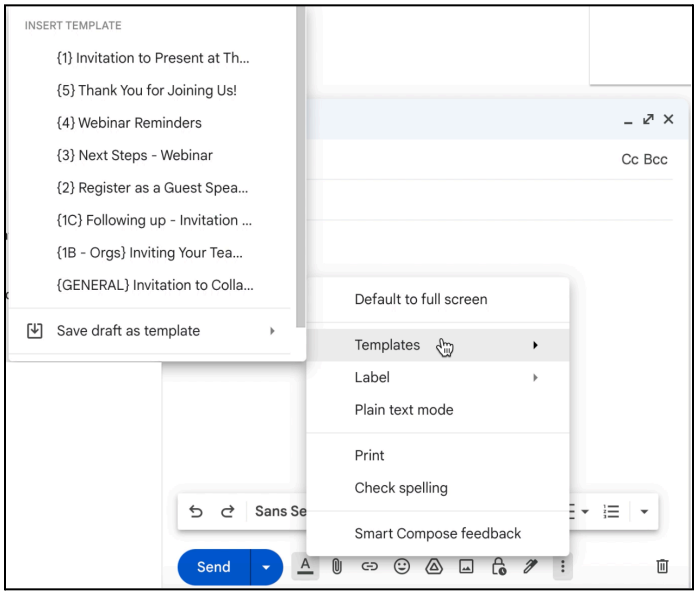
- Use the first email template when contacting them for the first time.
    - It aims to *persuade them* of THRIVE's value, and how our Workshop can help speakers spread their message to people.
- If they fail to respond, send them the Follow Up Email.
- If they say they are interested, send the Accepted Invitation Mail.
- If they ask questions, answer them as quickly as possible, while remaining friendly.
- Once you have them on board, ask them to send their social media details, so we may promote them on our Social Media Channels.
- Any future emails should answer any questions they have, and encourage them to fill the **registration form** if they haven't already. If they have, thank them for filling the form, and follow up by sending the next sequence of emails from the Gmail templates. I.e, follow the template order:
- Update the **speaker guide** whenever there is new content or frequently asked questions. This should reduce the need for potential speakers to ask questions.

Templates should be edited in Gmail before being sent. All content in {curly brackets} or highlighted yellow, including in the email subject line **should be REMOVED or EDITED**.

Double check all details include names, dates, and links before sending all emails.

Templates can be found in Gmail when creating a **New Message**, as shown below.





Speaker Form - Gathering Information From Speakers:

Before we confirm speakers, we need information from them so we can promote them in the best light. This includes a headshot image, short biography explaining who they are, contact details, and other crucial information.

To this end, there are two forms that speakers will need to fill:

- **1st Guest Speaker Registration form** - Expression of Interest for Speakers: https://forms.gle/Vmrgi12E8KqW7KQd9
- **2nd Guest Speaker Registration form** - Collects Details About Speakers and Presentations: https://forms.gle/Zo4cmrFWyaxn

The #engagement team will typically send out the 1st form, and alert the team to any new submissions, though workshop teams may send out the first form if they have not been contacted already, alongside Email #1.

- If they haven't been added already, make sure to add their details to the "Potential Speakers" tab in the Workshop Calendar form. You may also send speakers an email asking for clarification on any details.

Once submissions have been added, the workshop teams must send out the 2nd form with Email #2.

Once both forms have been filled successfully, their details must be added to the Workshop Calendar, under the table for the month and year that they will present (or the first available slot if they pick multiple).
If there are too many speakers for that month, send an email suggesting a new timeslot, and add them to the proposed timeslot if they agree.

- At this point, ask the editorial team to copy edit the bios given by the speakers. Once the editorial team has finalised and approved the speaker information, you can inform the other teams, especially marketing and newsletter that they are now free to use the information in the Workshop calendar.

After a Guest Speaker has Filled out Both Forms:

Make sure to contact them afterwards to confirm the details of their speaker slot (date and time), and ensure the headshot, 20-second introduction video (explaining who they are, what they will discuss, and the workshop date and time), any slides, and other items are provided to us before the event.

- **NOTE:** There are specific requirements for the size and type of headshot required. This has been specified in the speaker registration form. The speaker registration form was created by thriveprojectevents@gmail.com. If you need to

edit the speaker registration form, you can access it if you have access to this email account.

All confirmed speakers must be listed in the 'Workshop Schedule' page of the with their name, organisation (when necessary), headshots and contact details.
Aim to do this for the next 3 Workshops.

Make sure speaker details and descriptions in the calendar are correct, *and have no errors* - all Workshop staff use this to promote the speakers and refer to them during the Workshop.

How do I update the Workshop and speaker pages?

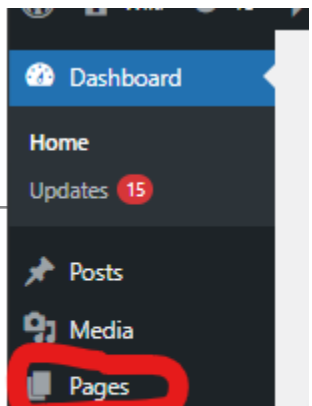
The audience Workshop and Workshop speaker pages need to be updated with the current speakers' names, bios and headshot images.

Audience Workshop page

Workshop Speaker page

To do this:

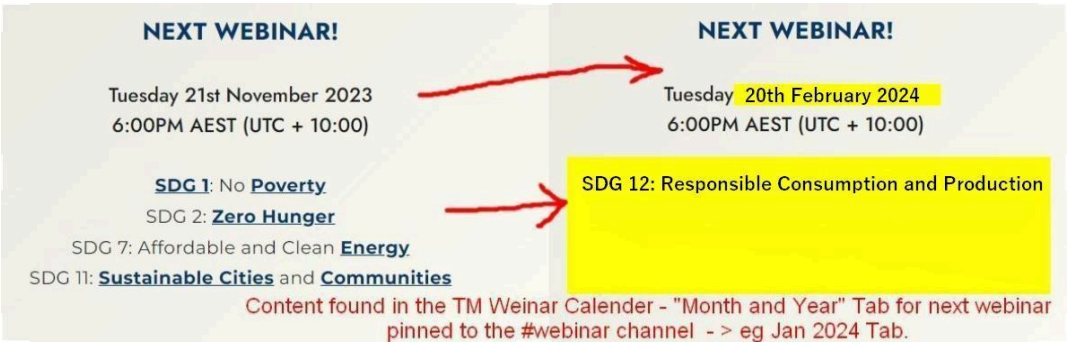
1. Request access to the above pages on WordPress from the #it-support Slack channel. You may find instructions on how to do this at the bottom of this page: https://wiki3.strive2thrive.earth/communication/
2. Open the ***Workshop Calendar spreadsheet***, found here:
3. At the bottom of the browser window, tabs for each edition of the Workshop appear - click the tab for the current month. If the Workshop has already occurred in that month, click the next month's tab.
4. Select the cell with the date of the Workshop. Select it, then click the right mouse button and select "Copy" from the menu that appears.
5. Go to the WordPress page for the public-facing website - this can be found here: https://thrivabilitymatters.org/wp-admin Once you log in, go to the sidebar on the left side of the browser window, and click "Pages".



6. Scroll through the list of pages until you find the page labeled “Webinar”. Once you find it, click “Edit with Elementor”. This will open the page for editing.**(NTC for Workshop)**

7. Click on the block with the TF FFF / SDGs and the date and time. Replace the existing date with the date you copied in step #4 by selecting the existing date, clicking the right mouse button and selecting “Paste” from the menu that appears. If you have copied something else, repeat step #4 again before you do this.

8. Copy and paste the TF FFF / SDG text from the Workshop Calendar using the same steps as in Step #7, but with the TF FFF / SDG text.



9. From the Webinar Calendar **(NTC for Workshop)** spreadsheet, copy the name of the first speaker, and paste it into the topmost block. Do the same with the full bio.

10. Paste this into the left-most section in the “Meet Our Speakers” section. If the page lacks this, or it is not formatted properly, look at this section for instructions: Meet Our Speakers

11. Go to the “Professional headshot photo” column and click the link for the first speaker. Download the image, then:

    a. In the page, click the image to be changed. This should cause a menu to appear in the sidebar.

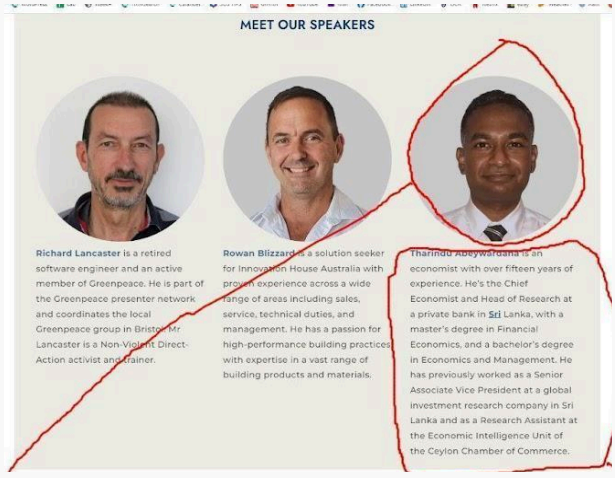
    b. Click the image under “Choose Image”.

    c. A popup will appear. At the top of this popup, click “Upload Files”.

    d. Drag and drop the image you downloaded from your file browser into the popup.

    e. Click the “Select” button at the bottom-right corner of the screen. This should

12. Repeat steps 9 - 11 for the remaining speakers, but copy and paste them into separate columns.



13. Duplicate the top block of the "Previous speakers" 2 to 3 times, depending on how many speakers. You don't need to duplicate the heading.

14. From the ***Workshop Calendar spreadsheet*** spreadsheet, go to the **previous month's tab.** Copy the name of the first speaker, and paste it into the topmost block. Do the same with the full bio.

15. Go to the "Professional headshot photo" column and click the link for the first speaker. Download the image, then:

    a. In the page, click the image to be changed. This should cause a menu to appear in the sidebar.

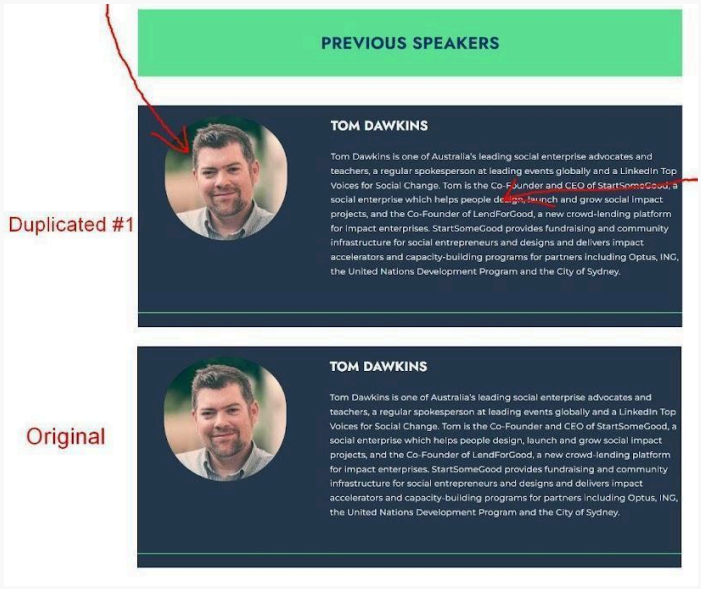
    b. Click the image under "Choose Image".

    c. A popup will appear. At the top of this popup, click "Upload Files".

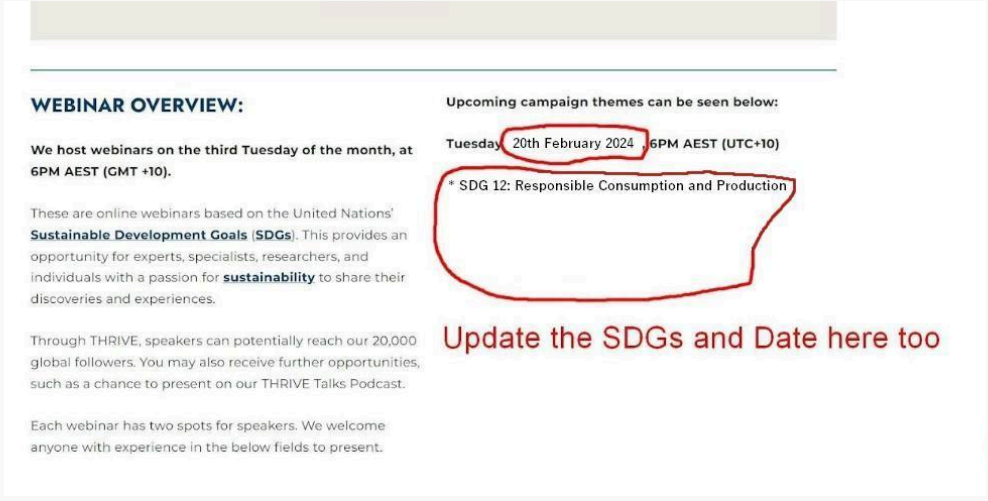
    d. Drag and drop the image you downloaded from your file browser into the popup.

    e. Click the "Select" button at the bottom-right corner of the screen. This should cause the image to change.

16. Repeat this step for the remaining speakers, using a different block for each speaker. Make sure the latest speakers are at the top of the "Previous Speakers" section. Make sure there are no errors, then press the "Update" button in the sidebar.



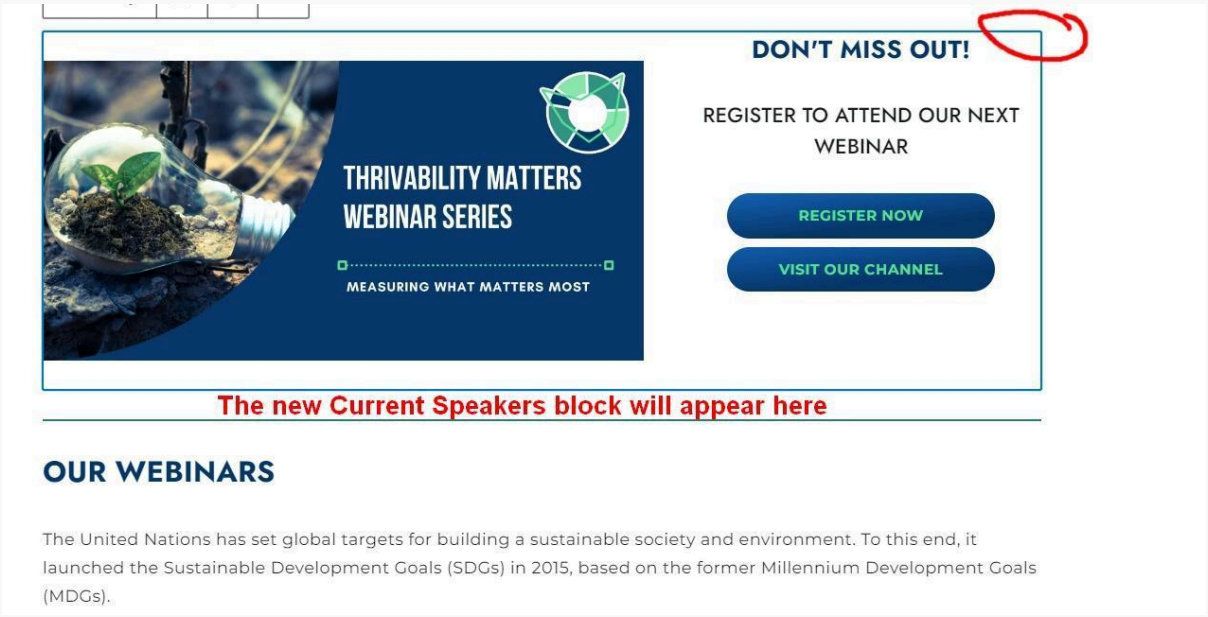
17. Repeat steps 5 - 8, but select the “Speaker” page instead of the Workshop page. Make sure there are no errors, then press the “Update” button in the sidebar. Now you’re done!



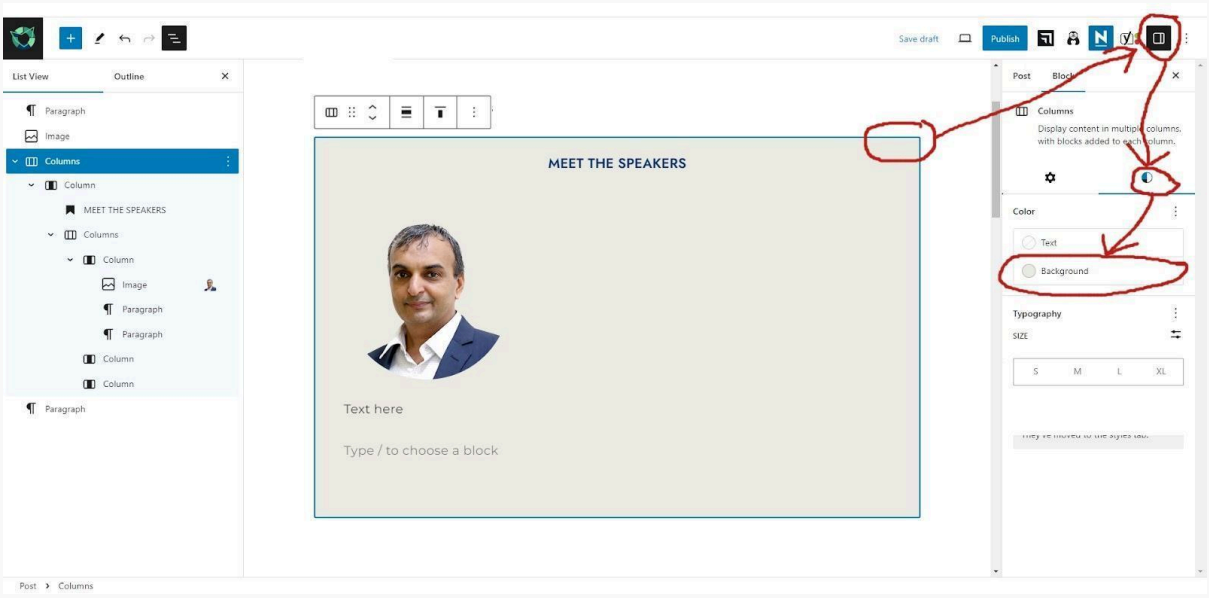
Creating a “MEET OUR SPEAKERS” section.

1. Click an existing block in the Webinar page **(NTC for Workshop)**. Click the + symbol that appears, then click the other + that appears in the popup. If one does not appear, make sure the sidebar menu is visible on the left side.

2. A new block will appear above the block you selected. Click the single rectangle (the top-left icon), then move the block to the location shown in the picture by clicking and dragging the dots icon next to the + .



3. In the block you just created, click the block, then click the dots icon next to the +. When the sidebar menu appears, click the “Style” tab, then go to the “Background Type” item. Click the paintbrush icon, then select the globe icon next to the “Color” item that appears. Select the Cream colour from the list of colours. If it’s not available, click the coloured square next to the globe, and copy / paste the following colour code: #edebe3



4. #3. Inside that block, click the +, and drag in a heading block from the sidebar on the left. Add a heading block with the words “MEET OUR SPEAKERS” with the “HTML Tag” option set to size H5. Add the text and change the text colour to blue (#08386b) with the Style tab, similar to the background. Press enter to enter a new block.
5. #4 Click + then click the icon showing three even columns side by side. Make sure there are no errors, then press the “Update” button in the sidebar. Now you’re done!

Social Media and Email Promotion

Who is responsible: @sm-team.

For the Workshop to succeed, we need to promote it to our social media channels. We post on all our channels (except Reddit) to promote events.

You can see the number of registrations here:
Zoom report **(NTC for Workshop)**

The link to the Workshop

The link to the Workshop registration page:

If you want to access a particular month's register link directly, just add "?month=nn" to the end of the link, where nn is the month in question, i.e: “/?month=01” for January.

When do we post?

For events, we need regular posts to alert our audience to these. To do this:

8 weeks before: Make social media copy and imagery in advance (see 'How do we post?' to understand what good posts look like. You can insert details such as speakers when they are confirmed.

- This material is typically created within Canva. At present, we use the template here: https://www.canva.com/design/DAFDpNbZivI/0hYY8B1oRuG-UC_EKOVmxg/edit

Follow this schedule to make a good campaign:

- **4 weeks before the event:**
  Make sure speaker details and descriptions are correct, and have no errors.
  If new speakers join after this, check for errors in new speaker details and descriptions.

  Also, do the following with speaker images and presentations:

  - Clean up any issues in their slides
  - Remove the background from speaker images.
  - Resize speaker images to 900x900 pixels

    - Add links to these in the **Workshop calendar**

- Once you do this, introduce the event on social media and the Thrivability Matters newsletter, webinar *(with date and time, registration link, and theme (when relevant).* Schedule all posts with UTM tracking to see how many people click through to your links.
- Also:
    - *Politely* ask speakers to share your post.
    - Email info about the event to those who attended your previous events.
    - Add info about the event to our email newsletter.

- **3 weeks before:** *New social media posts*.
  These should start nudging people to register.

- **2 weeks before:** New social media posts. *Also send reminder emails to newsletter recipients.*

- **1 week before:** Same as above, but now *send reminder emails to everyone who registered*. Emphasize how the event is getting closer.

- **3 days before:** *Repeat above.*

- **1 day before:** *Repeat above.*
  Emphasize how it's the last chance to join the event.

If webinars occur every quarter, start promoting the event 8 - 10 weeks before, and create new posts every 2 weeks, until the week of the **Workshop**

Where do we post?

We use several scheduling sites to promote events on our social media channels. These include:

LinkedIn: We post directly on site

X: On site, through TwitLonger (if longer than 280 characters).

Facebook and Instagram: Meta Business Suite.

Post these on our LinkedIn channel, and other social media channels at the same time.

If you need access, ask on THRIVE's #social-media Slack Channel for this.

How do we post?

There are two aspects to every post: content and graphics.
Social media promotions aim to persuade our audience that our upcoming event is worth their time. All our posts follow these Social Media Guidelines.

Each social media channel has different needs, including text and image limits. Make sure you follow these for each site.





For example, on LinkedIn, only the first 3 lines are visible. Place the most important information in these lines.

Content needs:

- To introduce the event.
- Tell audiences about the event (including event title, date and time, and how to register)
- Tell them what they would get from attending.
- Link to registration form (use another event form, if the event is NOT a webinar).
- Where people can find more details, such as TF Workshop, or any page with more information about the event.

The Workshop team needs to provide social media with content for the promotion of each speaker. The content should include the following and is saved in the **Workshop Calendar**

- Speaker's name & title
- Speaker headshot
- Speaker's bio
- 1 line quote

An example of a post can be found here:
https://www.linkedin.com/feed/update/urn:li:activity:6970138114711322624

Graphics need to follow this guide. They should also have:

- Photos and names of all speakers.
- Event title and theme (if there is a theme).
- Date & time of event.
- How to register, with a link to the registration form.

We normally use Canva to create graphics, as they contain social media size templates.

If you wish to create social media graphics, ask on THRIVE's #social-media Slack Channel for access to THRIVE's Canva templates. Otherwise, you can ask the #multimedia channel to create graphics. Follow the Branding Guidelines to make these.

Other ways to promote an event:

Social media is not the only way to promote an event.
You could create an event page on *Eventbrite, Meetup, or promote it on your own social media platforms* to reach outside THRIVE's audience.

If you do this, look in the "How do we post?" section to guide your promotion.
Alternatives include:

- Forming partnerships with other organisations that align with THRIVE's values. This can be used to encourage them to promote our event in return for helping them in some way.
- Sharing the promotional content to the speaker and kindly requesting that they promote it on their social media pages.
- Asking other THRIVE members to repost promotional content (if they are available and willing).

Logistics and Rehearsal

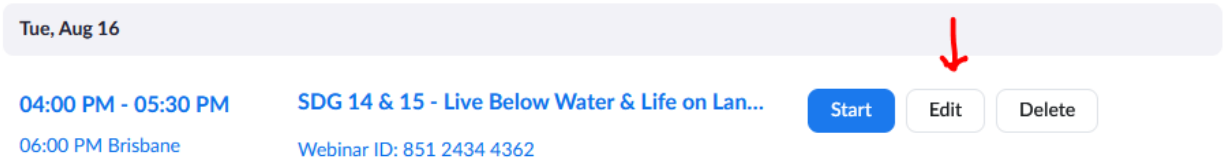
Who is responsible: @organiser, @host, @speakers, @AV-support

Rehearsals take place through the Workshop link- since this changes for each Workshop, make sure it is sent to all speakers and THRIVERS assisting with the event at least 1 week before the rehearsal.

Host of the rehearsal is the @AV Support person and the @organiser as the MC.

When a speaker joins the rehearsal or Live webinar Zoom session, make sure that their details are displayed correctly. That is, their professional title (if applicable) and their full name - no abbreviations or just their first name. Either ask the speaker to update it or AV support can do this as outlined below.

1. Go to usq.zoom.us/ and type in the login details. If you do not have these, ask for credentials in the #it-support channel.
2. Once logged in, click on the “Webinars” menu in the side bar.
3. Hover your mouse over the current webinar, then click “Edit”.



4. Add the title and details in the relevant textboxes.
    a. TOPIC: The title of the **Workshop**, which is the **SDG / Thrive Framework** theme for that month / quarter.
    b. DESCRIPTION: They consist of two parts. Copy and paste these into the description, replacing anything in square brackets with information from the Workshop Calendar.
        i. **Introducing the Workshop:**
        The Thrivability Matters Workshop is a Quarterly online gathering, whereby invited experts expose science-based sustainability learnings, through sharing their experience and knowledge.

        This month/Today, we will discuss **Thrive Framework/**SDGs **[numbers]**, on **Thrive Framework/[SDG topics]** and how they contribute to a thriving planet for future generations.

        ii. Introducing the Speakers:
        We have invited the following speakers:
        [Speaker Name]
        [Speaker’s Altered Bio]

        Repeat for each speaker.

    c. NOTE: If the descriptions are too long, use the “Altered Short Bio” column instead of the Altered Bio.
5. Click “Save” to keep the changes.

6. After this, add each speakers' title and details (same as in step 4) to other platforms where the event is posted, i.e, Facebook, LinkedIn, etc…

After each speaker agrees to present:

- **Send them a link to our registration page**
- **Keep in touch:** Connect with them via WhatsApp or another communication platform.
    - For speaker details, you can find them in the Workshop Calendar.
    - For THRIVE members, message them through Slack.
- **On registration:**
    - Speakers will provide a title and synopsis for up to three topics, short and long biography(written in the 3rd person), a one line quote that sums up their presentation and headshot photo.
    - We will pick the best one for them to present.
    - Add these details into the current month's Zoom registration page
- **End of month before the next Workshop**:
    - Speakers must give us draft presentation slides on one of these topics. We can then understand what you plan to present, and see if changes need to be made.
    - Make sure their slides are widescreen (16x9 aspect ratio).
- **Before the rehearsal**
    - Have @organiser, @host, @AV-support, @moderator and @smteam meet to discuss their progress and any issues, so everyone can fix them before the event.
    - Organisers **must send presenter links (see above section)** to the speakers and staff at least 1 day before the rehearsal.
    - Anyone may organise multiple meetings if needed.
    - Even if only some people can meet, it is better than nothing.
    - All members on the manifest need to check and update where necessary the Checklist for their role. The @organiser will need to post this in the #tf-Workshop and #tf-Workshop-coordination channels 2 weeks prior to the webinar event.
- **1 week before (at the same time as the event)**
  Rehearsal: Create an event in the #tf-Workshop and #tf-Workshop-coordination Slack page for this.

  To do this, follow the event creation instructions (on Pg. 7 of these event guidelines).

Ask team builders to add an event for the rehearsal and actual event to the Workshop Calendar so everyone sees it.

To run a rehearsal:

- **Gather those directly involved in it:** event organiser, speakers, host, support, moderator, and anyone else involved in running the event.
  Post the meeting link in the #tf-Workshop Slack channel, tagging all staff and speakers. Make sure to ask people to join 10 minutes before the rehearsal.
    - **AV Support and Event Organiser must join 30 mins before** the rehearsal. Once they join the workshop, *click "Start Workshop"* at the top of the Zoom screen to let other staff and speakers in.
    - **Everyone else must join 10 minutes before** the rehearsal.
- **Make all staff and speakers into panelists:** This allows them to speak, while keeping participants silent - just like in the actual webinar.
    - Change the names of panelists to show their roles, i.e: @firstname [AV support], @firstname [Workshop Host MC], Guest name/s [Speaker 1] etc…
- **At start of rehearsal: Record the rehearsal through Zoom and OBS:** This is used to test recording, and ensure a record of the rehearsal exists for our records.
  Let the speakers know beforehand.
- **Have speakers introduce themselves:** Each speaker is given the opportunity to introduce themselves first and briefly share their expertise and the topic of their discussion. Allow approximately 1-2 mins and prompt each speaker to provide this information.
- Always check spelling, pronunciation, title, prefixes and other elements as shown in the Workshop Calendar for accuracy - make sure these are correct.
    - After this, have team members quickly introduce each other and their roles in the Workshop (max. 30 secs each).
- **Discuss with speakers about the logistics of the event: Share the agenda in the Workshop slides, and discuss it, including how long each speaker talks for, and the chimes that play when they have 5 minutes to go, and at the end of their allotted time.**

- Run through the entire Workshop agenda and discuss what will happen, and the speakers' role in this.

- Ask speakers to share their slides and present the first 2-3 minutes of their presentations: Confirm the location they are at and equipment is the one used during the live event. Provide feedback on lighting, background etc. Real backgrounds are better than virtual ones when possible.

- Ask them to send their slides to us, so they may be used as a backup if technical issues prevent them from sharing slides.

- Ask speakers to have their cameras at eye level and have sufficient lighting in the room.

- Share our social media links with them, so they can share future content from THRIVE.

- Remind them to follow us and reshare the event among their network. Tell them that we have posted their 20sec intro as well as the general promo.
    - If they haven't done this, tell them to speak for 20 seconds about who they are and what they are presenting on, for our social media channels, then send the recording of this to the Social Media team. (edit it down to the 20 second intro itself if you can).
- Tell them that they will be contacted afterwards - they will receive their speaker certificate, and may be contacted at a later date for opportunities to engage with THRIVE further, including podcasts, webinar, and other events.
- Lastly, ask speakers to join 15 mins before the workshop, and remain silent until their presentations. If they need to chat, ask them to use Zoom's chat function, and show them how to open it.

An example of a script to follow is below or alternatively a separate script is saved **here** **(request access from @Justin)**

- ***Text in italics is script as a guide what to say***

- **The purpose of the rehearsal is to introduce everyone to each other, explain the Workshop proceedings, test the speakers' slides and screen sharing, confirm speaker order and topics, and answer any questions.**

- ***AV Support* says: *I'm starting the recording.***

- **Start recording and meeting at 6pm or when rehearsal is scheduled)**

- ***Workshop Host* says: *This is a "Thrivability Matters Workshop Rehearsal" today on xx Month at 6pm AEST***

  In this rehearsal there will be an opportunity to test your slides and for any questions.

  Firstly, Welcome to our speaker guests and the THRIVE webinar team, I'm [name], and I'll be the host for the Workshop.

  I shall ask the speakers to introduce themselves to everyone here tonight, and then the Webinar team will introduce themselves…… As one of the Speakers [pick any speaker] please go ahead, just a short 2 minute introduction.

- **Ask each speaker to introduce themselves.**

- **After this, the Workshop Host says: *Thank you all [names of all speakers]. Now the Workshop team will introduce themselves with their name and role.***

- **Workshop host introduces themselves, then asks another staff member to introduce themselves. Keep going until all staff have introduced themselves.**

- **AV Support shares agenda slide. Workshop host introduces the Workshop Agenda and talks about it.**
  Make sure to confirm speakers' names, organisation, country, and topic. Unshare the screen once done.

- ***Workshop Host* says: *Can each speaker please test your slides using Share Screen?***

- **Speakers test slides. AV support makes sure everything is working as intended.**
  Ask them to present a few minutes of their presentations to test sound and video feeds.

- ***Workshop Host* says: *Please let me know, do you have any questions?***

- **Pass over to AV Support who explains their role in more detail:** ***At the Workshop, we see the Workshop Host, [name] and the Speakers, no one else. Thrivers in the background will have video off/audio muted during presentations, but if you wish for them to speak during your presentation, please let us know, and we can unmute everyone.***

- ***As AV support in the Workshop, you won't see me during the webinar but everyone please have your Zoom chat window open, as I may need to send a message. Or you can send me a message in the chat if there are any unexpected problems. For speakers, I will send a text reminder message to share your slides.***

- ***I'll send an audio cue 5 minutes before your presentation (play the alert sound - the file should be provided by the #Workshop Slack (TBC) channel, if not ask them)***

- ***The Q & A Please make sure your screen is not being shared at this time.***

- ***Also, we promote the Workshop on social media, before the event and after the event. Please reshare links we post in our social media channels in your social media leading up to the event.***

- ***The Workshop event itself is recorded and the production of it will be available online – also for you to reference and reshare.***

- **Unless they have done so, ask speakers to record 20-second intros of themselves stating who they are, and the webinar topic.**

- ***We would like to thank you for your participation – just to let you know, we will also reach out to you to post the Workshop promotions and other opportunities such as taking part in webinars, podcasts and other events…***

- **Always ask if there's any other questions, if anything is unclear.**

- ***For the Workshop, Standby mode: the slides are on screen, music playing and we are silent for those 10 minutes (audio***

off). We can still communicate via chat during silent stand-by mode.

- ***Ensure that your camera is at eye level so we have the best view of your face and that you are in a well lit room.***
- ***Recording and Workshop starts at xx on the dot. Our host will start with the introduction.***
- ***Thank you all for joining the rehearsal today. I will end the meeting now. We are looking forward to seeing you next week!***.

- **Present a few minutes of each presentation:** Test the host's and each presenter's setups. Make sure we can hear and see everyone and their presentations.
- **Give speakers and staff a few minutes to ask questions:** Make sure everyone can ask questions, and answer them promptly when you can.

At end of rehearsal:

- **Ask speakers to record a 20 second intro of themselves, introducing themselves and their presentation topic:** Tell them that it's for social media promotion. If you want them to record it in the rehearsal, *ask their permission* to use the recording in our social media channels first.
  @Editor will need to create a video of this intro for social media promotion.

- **1 day before**:
  - **Speakers must finalise presentation slides** and send them to THRIVE, to allow for setup.
    If you cannot present your slides, we can share the slides on the speaker's behalf.

Send **two reminder emails** for those who have registered in the Workshop - one day and 15 minutes before the event .

If there is only one speaker available for the event, the @organiser can:

- Get a THRIVE researcher to present on the topic or…
- Organise another breakout room session, asking people to:
  - Discuss the topic or a question, i.e, How can we reduce poverty in the community?
  - Create a solution to a problem relating to the topic, i.e, Discuss and create a solution that can reduce poverty in a community

Running The Workshops

SECTION	WHAT IT INVOLVES	TIME
Introduction	The host welcomes the Participants and introduces Keynote speaker	5 minutes
Keynote Speaker	Keynote Speaker introduces the Theme and opens the session by introducing the Session Speakers.	10 minutes
Ice-breaker session	Allows participants to meet one another and create (or strengthen) relationships.	10 minutes
Session 1	Speaker delivers the Presentation + Breakout room Activity + Idea Synthesis Session Concludes	~ 60-90 minutes
Session Break	Interval AV Event Feeds / Promotions	30 minutes
Session 2	Speaker delivers the Presentation + Breakout room Activity + Idea Synthesis Session Concludes	~ 60-90 minutes
Networking Session **+**	Allows stakeholders to network with each other and create professional connections	30 minutes

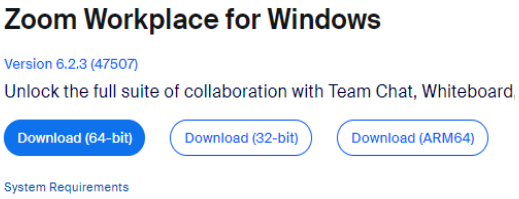
Open Discussion		

Zoom is used as the default tool for running THRIVE Framework Workshops. In this document we will learn how to facilitate a collaborative virtual workshop environment using Zoom. This document will help us familiarise ourselves with the use of ***Chat***, ***Webcams*** and ***Breakout Rooms*** for communication among all participants. We will learn how to ***Share screens*** and use ***applications***, use active learning tools such as ***Polling*** and ***Reactions***, as well as use an interactive virtual ***Whiteboard***.

All this is very important for Workshop teams to be well versed with in order to provide assistance to participants and speakers before and during the event.

Download Zoom

- Visit the Zoom download centre: Click link - https://zoom.us/download
- Choose 'Download (64-bit)' to download the latest version of Zoom installer. Save the file and run the installer.



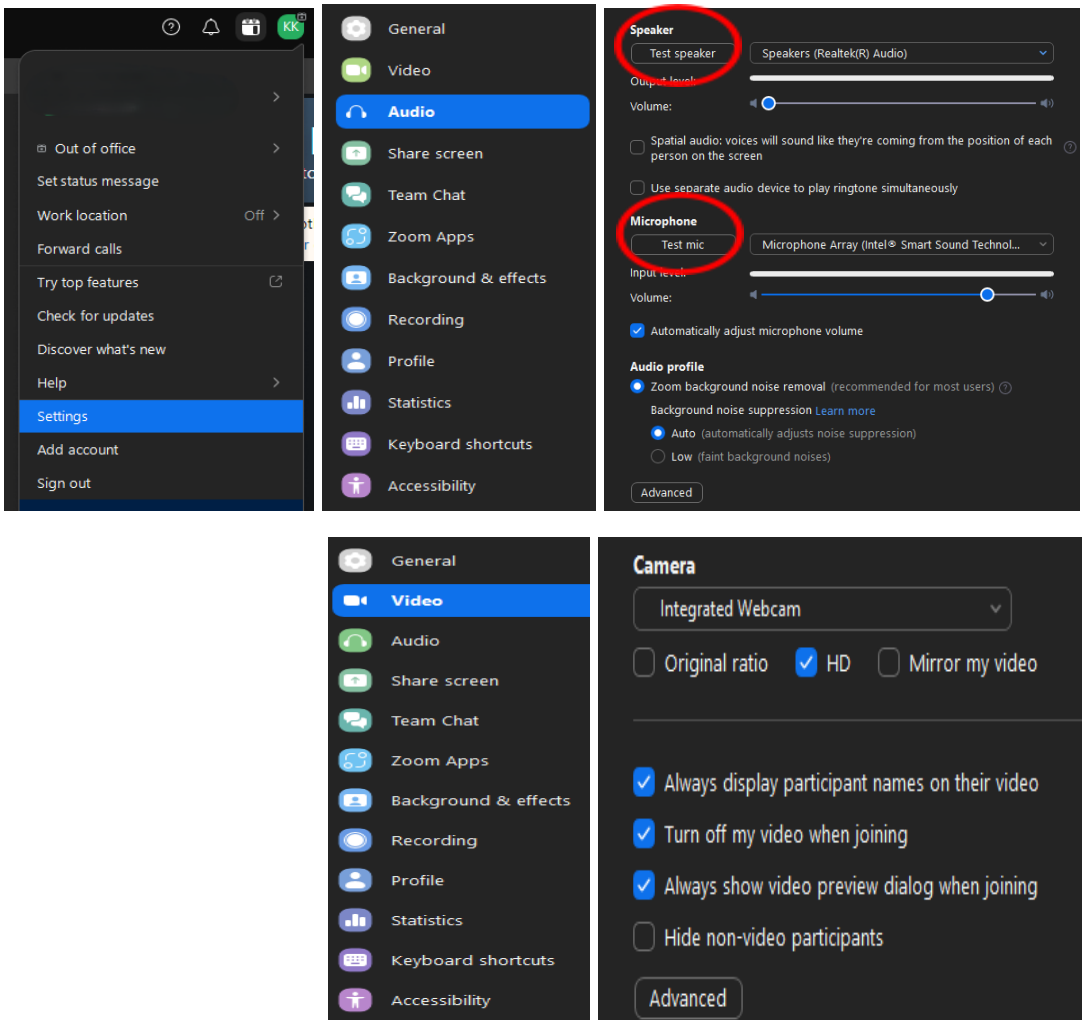
- Zoom should open automatically once the installation is complete. If not, you can start it from the **'All Programs'** menu on a PC, or the **'Applications'** folder on a Mac.

Audio and Video (AV) settings

- Select **'Settings'** at the top-right of the Zoom home menu.
- Select the **'Audio'** tab in the Settings window.
- Choose the correct speaker from the top drop-down menu, then select **'Test Speaker'** to check that your sound is working correctly.
- Choose the correct microphone from the second drop-down menu, then select **'Test Mic'** to check that your microphone is working correctly.

- Select the **‘Video’** tab, select the correct camera from the drop-down menu, and close the Settings window.

  Please refer to these images for easy understanding

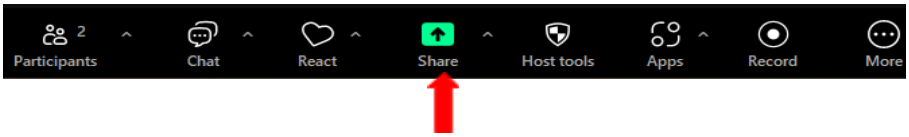


‘Screen Share’ in a Zoom meeting

Once the Workshop is in progress, the Guest Speaker will like to share content with all the participants.

- Guest Speaker to be directed if needed:
  - ➔ The files (e.g., PPT, Word, Excel) or applications need to be already **open** on their device **before** they start the session.
- To *share a screen* from the meeting window:

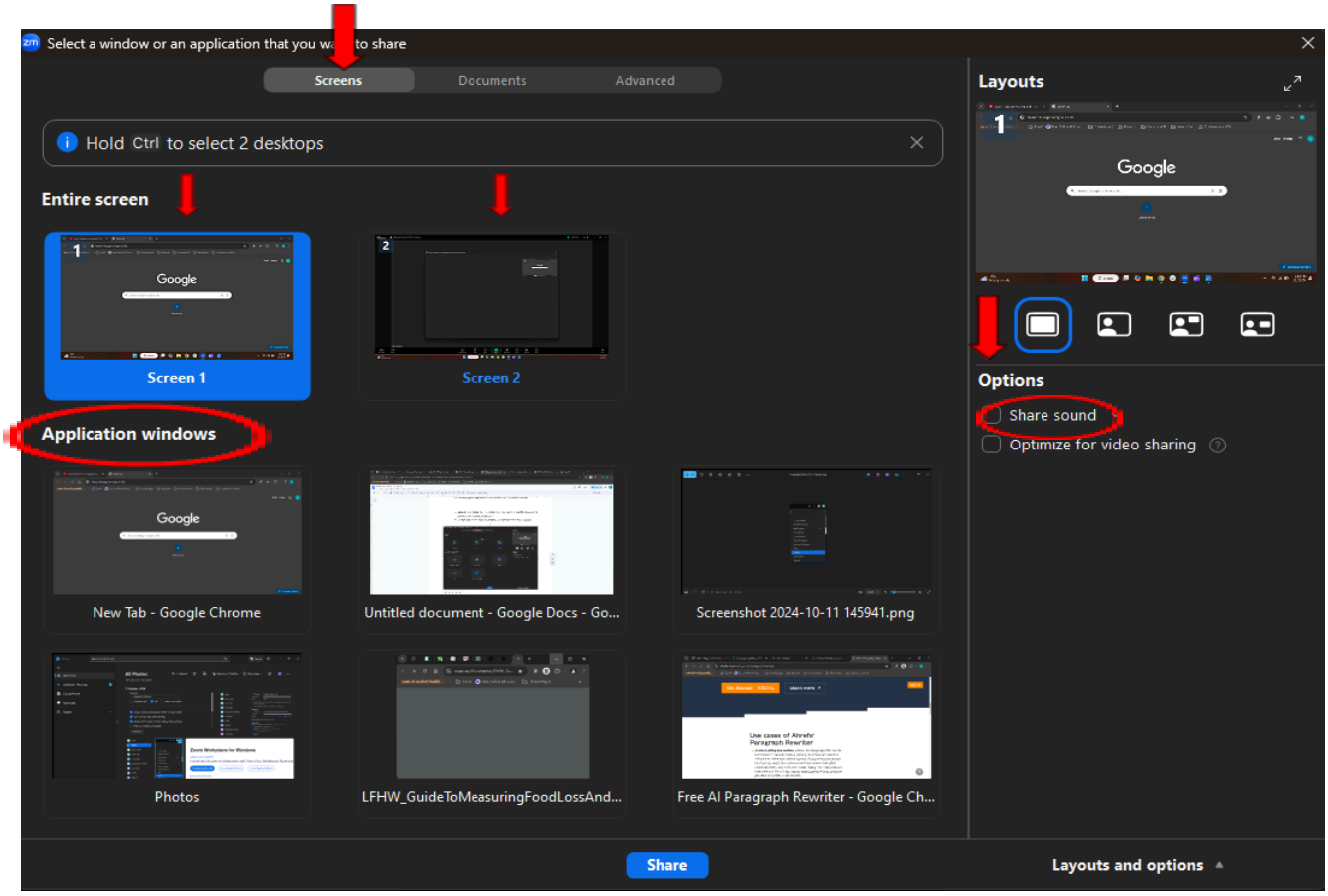
➔ On a PC or Mac: Select the green **'Share Screen'** at the bottom of the screen. (refer to image)



➔ Guest Speaker can choose to share the whole desktop, by choosing **Screen** '**1**' / '**2**' (depending upon the number of screens the guest speaker is operating), they may choose **all 'screens'** by holding **Ctrl** and selecting as needed.

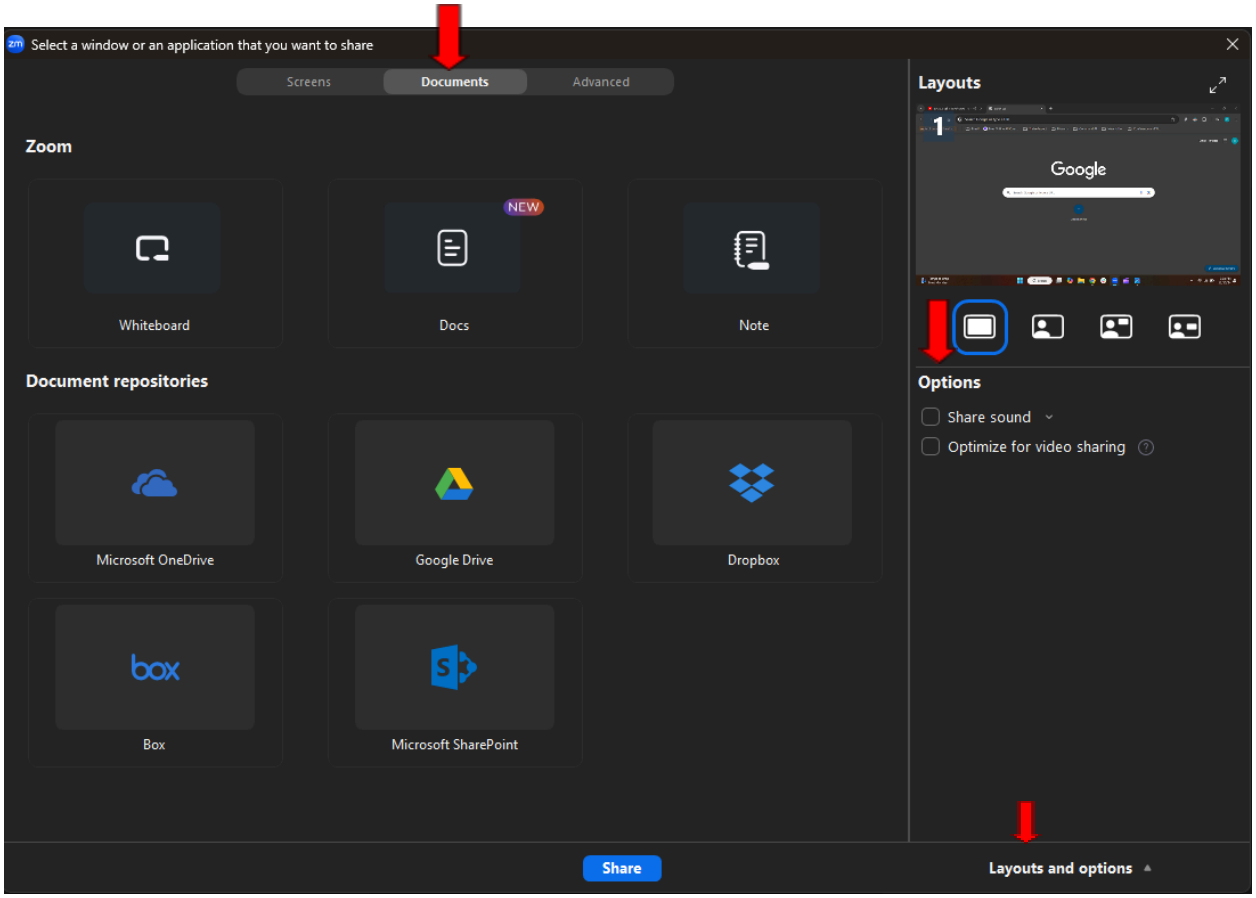
➔ It's important to mention to the speaker that they should select '**Share sound**' if they wish to share audio/video files.

➔ Choosing specific application or specific tab under '**Application windows**'



➔ Speaker can choose the '**Documents**' tab and select a specific document to present or on-screen whiteboard.

➔ Speaker can also choose '**Show all windows**...', before selecting 'Share Screen'.

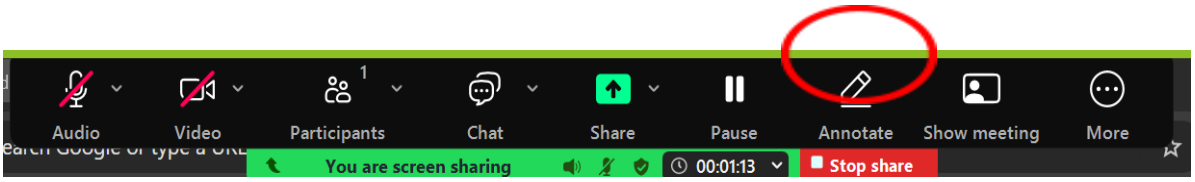


Virtual Meet Room Tools

S.No	Tools	Example of Use
1	Whiteboard	Type, annotate and draw on the whiteboard.
2	Chat	Participants can ask questions and communicate with others.
3	Raise Hand	Participants can indicate whether they want to speak
4	Screen Sharing	Share slides, software or websites
5	Audio	Allow verbal responses from participants
6	Reactions	Participants can respond to questions or statements.
7	Polling	Participants can answer polling question
8	Breakout Rooms	Place participants in breakout rooms to facilitate group worK

Using Annotation tools

- Once the Guest speaker has shared their screen or a presentation, they can also use **Zoom's Annotation tools**: On a PC or Mac:
  - ➔ On the screen the speaker has shared, a *green-and-red bar* will appear at the **top of the window**. Move the mouse over the menu and select '**Annotate**' to open the annotation toolbar on the **left of the screen** vertically. Choose the annotation tool to use, and *close* the toolbar to *stop annotating*. Select the blue circle icon again to stop annotating.



	**Mouse**: Deactivate annotation control and switch back to your mouse pointer.
	Select: Select, move, or resize your annotations.
	Text: Insert text. Draw: Insert lines, arrows, and shapes.
	Stamp: Insert predefined icons like a check mark or star.
	Spotlight/Arrow: Turn your cursor into a spotlight or arrow.
	Eraser: Click and drag to erase parts of your annotation.
	Format: Change the formatting options of the annotation tools.
	Undo: Undo your latest annotation.
	Redo: Redo your latest annotation that you undid.
	Clear: Delete all annotations.
	Save: Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

Whiteboard

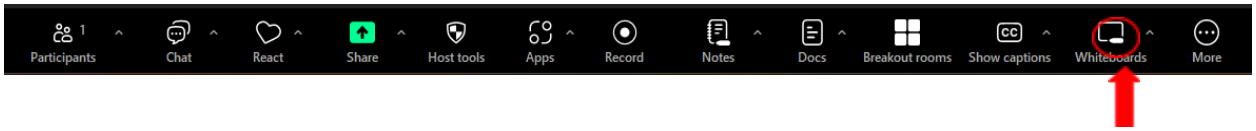
Zoom Whiteboard is a collaborative tool that allows users to *capture ideas*, processes, and concepts in a virtual space. It offers features that promote innovation and seamless collaboration for hybrid teams. Users can create, share, and customize whiteboards, as well as use various tools to enhance their content.

Additionally, administrators can manage Zoom Whiteboard settings for their accounts, and there are specific guides available for Zoom Rooms users on utilizing whiteboards effectively. The new Zoom Whiteboard differs from the classic whiteboard, which cannot be reused in future meetings.

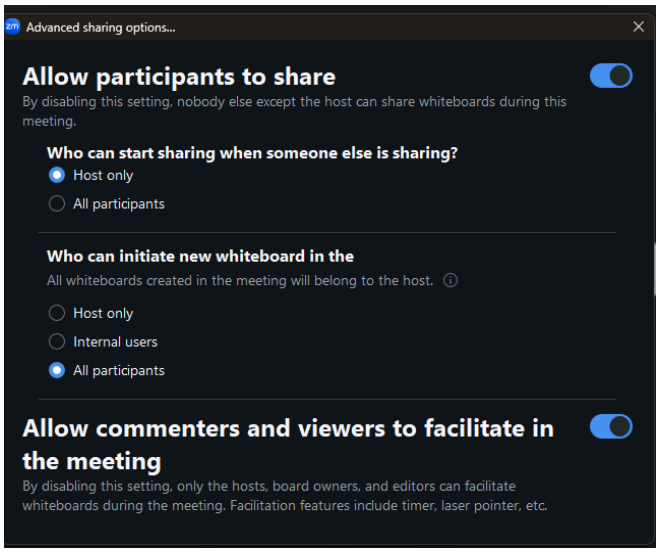
Important video tutorial links

- Start Creating with Zoom Whiteboard
- Share and Collaborate with Zoom Whiteboard
- Basic Whiteboard Administration
- **More resources**
  https://support.zoom.com/hc/en/search?id=search#q=whiteboard&t=All&sort=relevancy

- You can see this at the bottom of your screen.



- Once you click '^' (shown with red circle) you'll see the dialog box to choose '*Advanced sharing options*'



- When you Click **'Whiteboard'**

The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them. Presenters can either choose to launch **New Whiteboard** or click **Existing Whiteboard** to choose from existing Templates to start with.

Note: *Please refer to **images below** to further understand the **layout of Whiteboard***

How to share a Whiteboard

- At the top right of the whiteboard page, click '**Share'**.
- Enter the email addresses of the users you would like to share the whiteboard with and set their permissions.
- Click '**Share Whiteboard'**.
- (Optional) Click '**Copy Link'** and then paste the link in a message or email to send to others.

If you selected '**Existing Whiteboards'**, you will be asked to select from the following:

- *Collaborating*: Users are granted edit access.
- *Presenting*: Board opens in presentation mode and users are granted view access.
- Allow persistent access to verified meeting participants after closing the whiteboard.

How to delete a Whiteboard

- Create or open a whiteboard.
- At the top left of the whiteboard page, click the More actions icon .
- Click Board then Move to Trash.
- In the verification dialog, click Move to Trash to delete the whiteboard.

How to create a Whiteboard Project

- At the top, click and then Whiteboards button .
  The Zoom Whiteboard dashboard will display.
  Note: If you don't see the Whiteboards option, click More then select Whiteboards from the list.
- In the left navigation, click the add icon next to **Projects**.
- In the New Project window, provide the following details:
  - ➔ **Project Name**: Enter a display name for the project.
  - ➔ **Add Members**: Search for the name or email address of the person you want to add, then set the permissions.
  - ➔ **Invite Message** (optional): Enter a message when sending invitations. It's not mandatory but can serve as a personalized or informative note accompanying the invitation.

- Click **Create Project.**

Note: Prerequisites for uploading documents and images to the whiteboard, Zoom Whiteboard need to be enabled by admin

How to upload documents and images to the Whiteboard

- In the toolbar on the left side of the screen, click the **Upload PDFs** and Images icon .
  The file dialog will appear.
- Select a file or image from your computer.
- Click Open. The file or image will appear on the canvas.
- At the bottom-right corner of the whiteboard, click the page icon .
  The page panel will appear.

How to add a page to the Whiteboard

- At the top of the page panel, click **Add Page**.
  The page icon will display the total number of pages on the whiteboard.
- You can add up to 12 pages to your whiteboard.

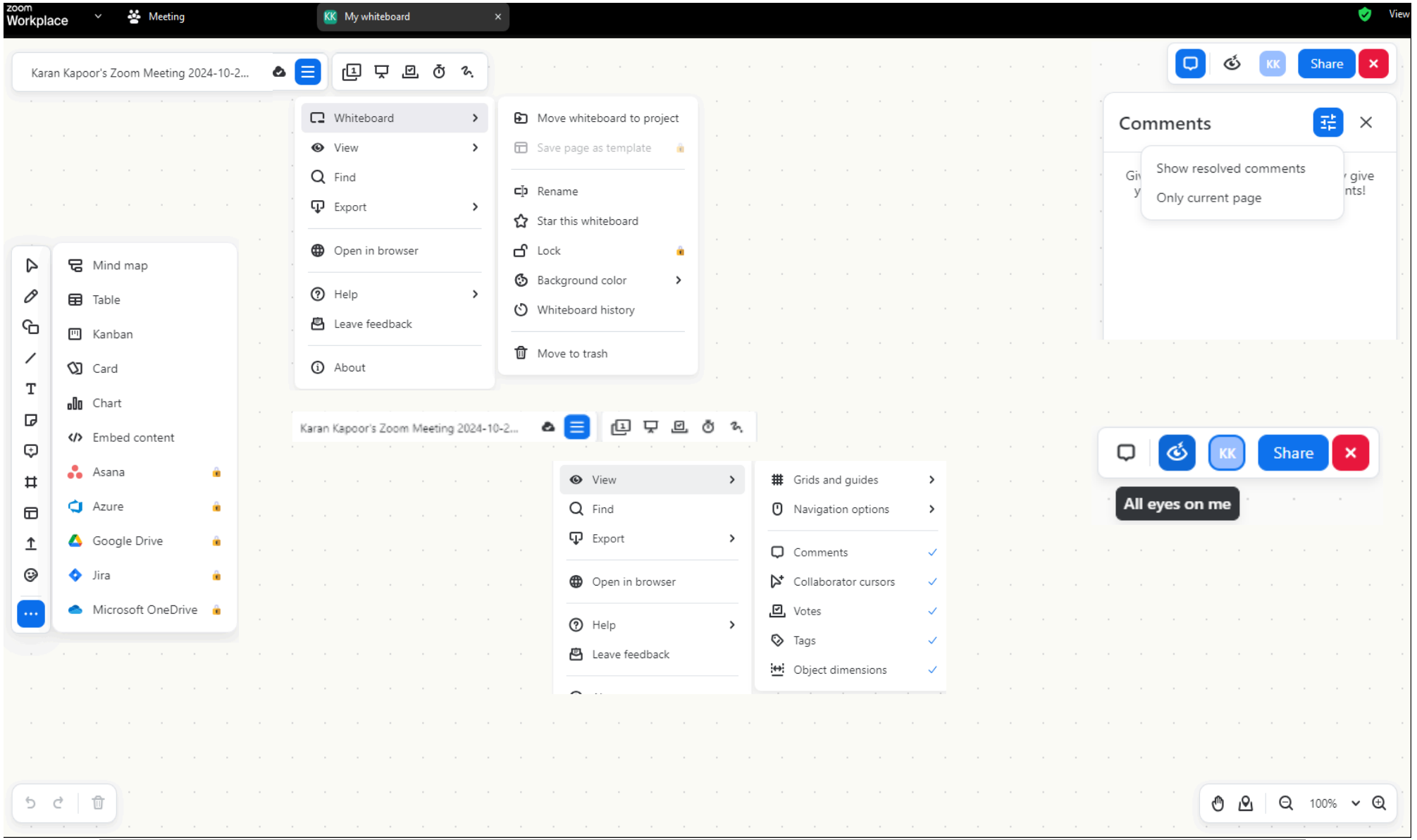
How to insert a template from an existing Whiteboard

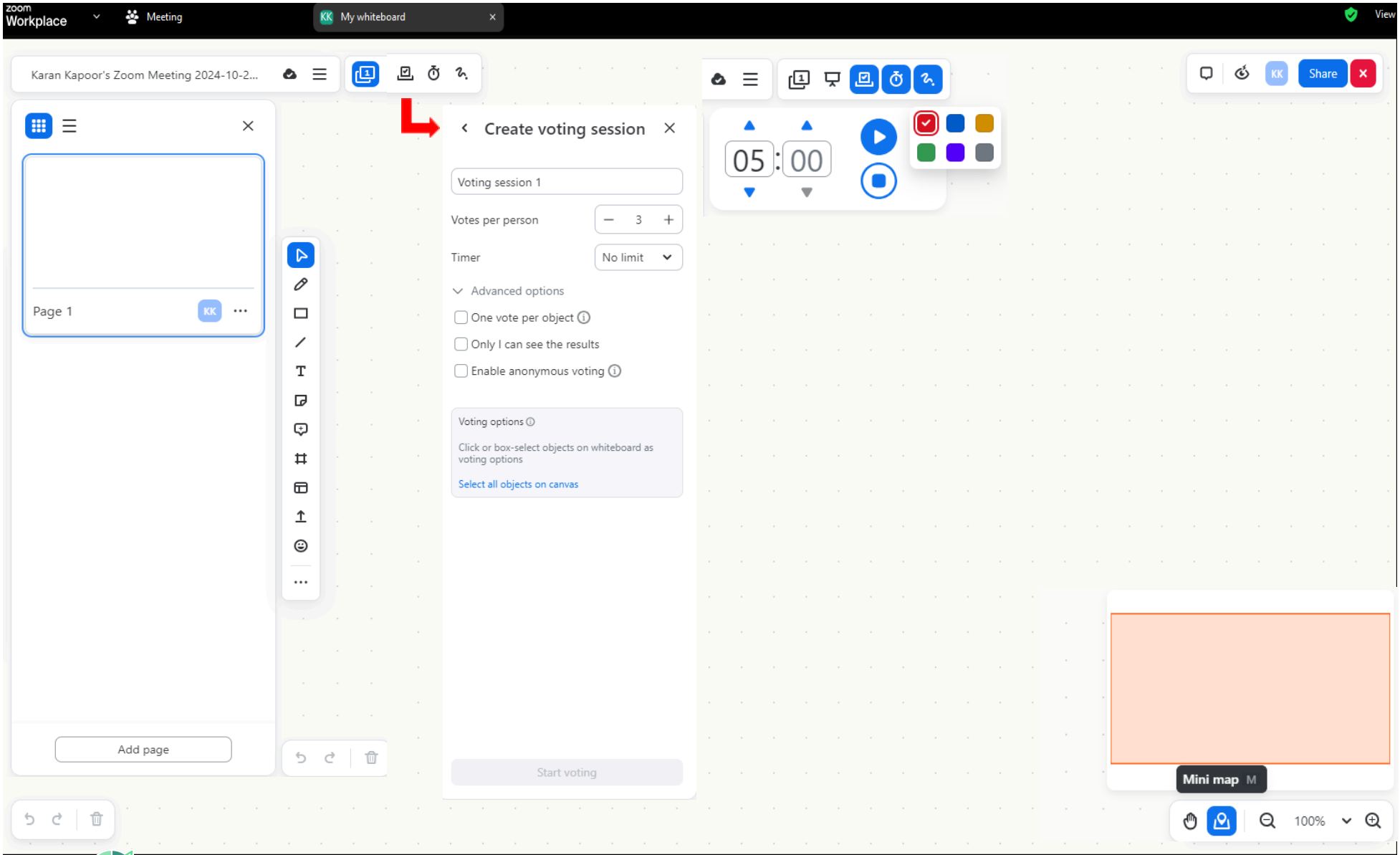
- In the toolbar on the left side of the screen, click the **Templates** icon .
- In the left menu, select a category and search for a specific template you want to use.
- In the lower right corner of the selected template tile, click the ellipsis icon .
- (Optional) Click **Preview** to preview the template picture with sample data.
- Click Use Template. The selected template will be inserted onto the opened whiteboard.

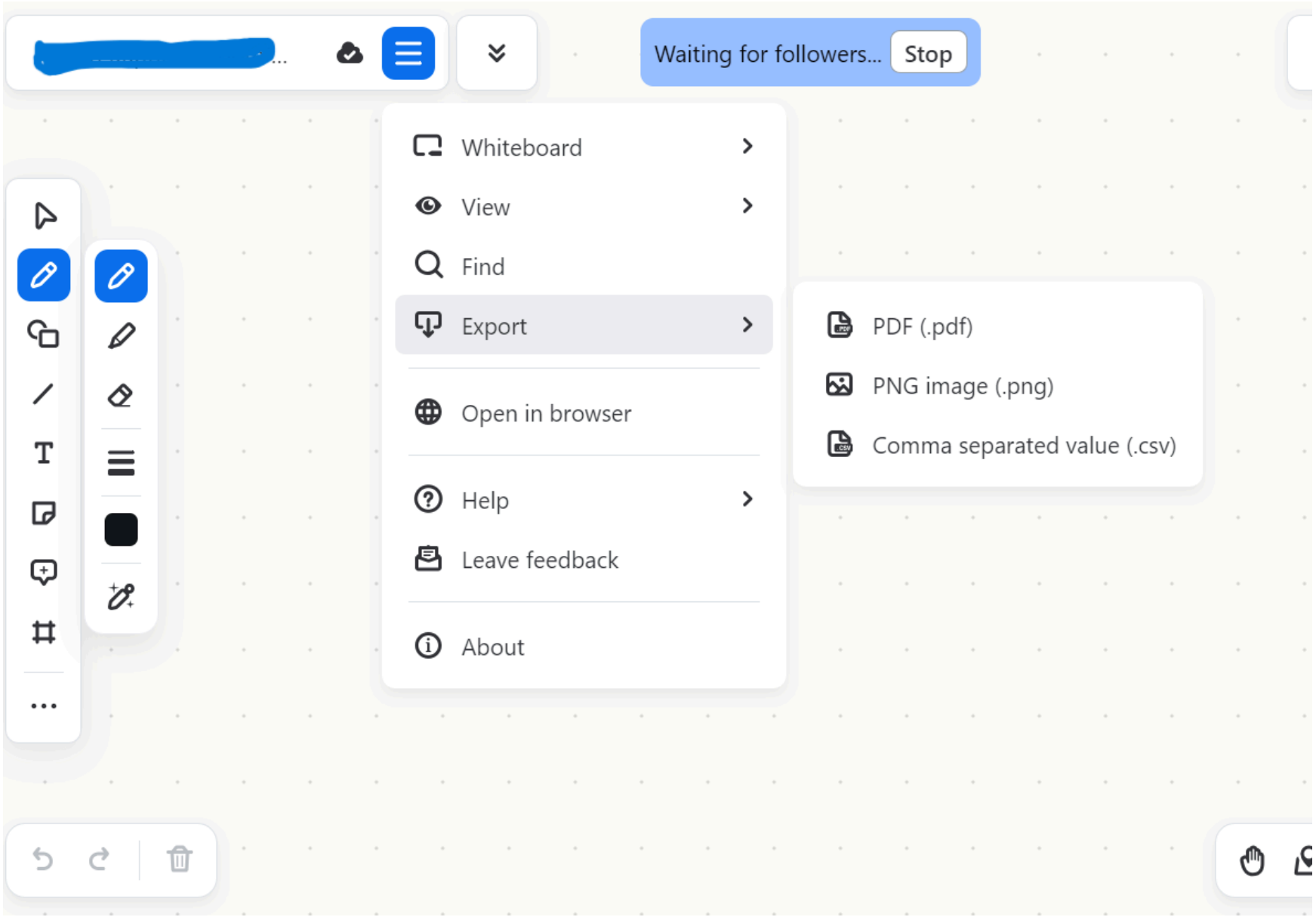
How to save a file

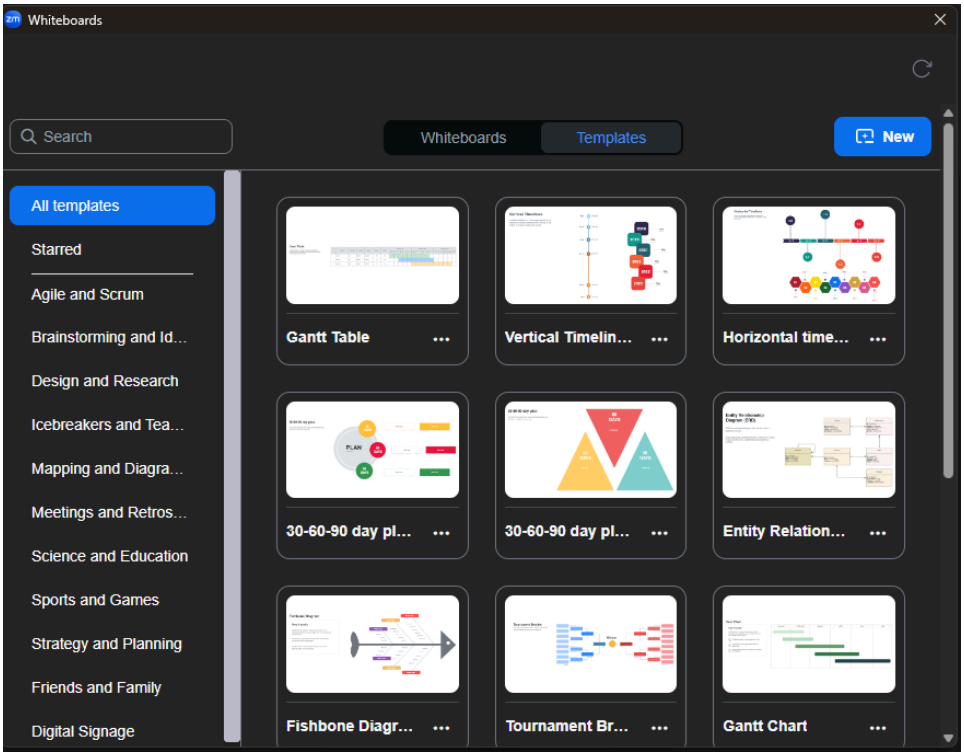
- **Click** on 3 dash lines
- In the drop down choose '**Export**'
- Select '**PDF**' to save file on your computer

Use the page controls on the whiteboard




zoom Workplace
Meeting
My whiteboard
View
Karan Kapoor's Zoom Meeting 2024-10-2...
Share
Page 1
Add page
Create voting session
Voting session 1
Votes per person
3
Timer
No limit
Advanced options
One vote per object
Only I can see the results
Enable anonymous voting
Voting options
Click or box-select objects on whiteboard as voting options
Select all objects on canvas
Start voting
05 : 00
Mini map M
100%


Waiting for followers...
Stop
Whiteboard
View
Find
Export
Open in browser
Help
Leave feedback
About
PDF (.pdf)
PNG image (.png)
Comma separated value (.csv)



Instant Chat / Messaging

Within a Zoom meeting, you can send both private and group messages to the participants.
In the meeting window:

- To send a message to all meeting participants,
  - ➔ Select **'Chat'** to open the **'Zoom Group Chat'** interface.
  - ➔ Use the text field to type a message, then key **'Enter'** to send it.
- To send a private message to another meeting participant,
  - ➔ Set the participant's name in the drop-down list next to '**To**' in the '**Zoom Group Chat**' interface.
  - ➔ Then type your message and key **'Enter'** to send it.

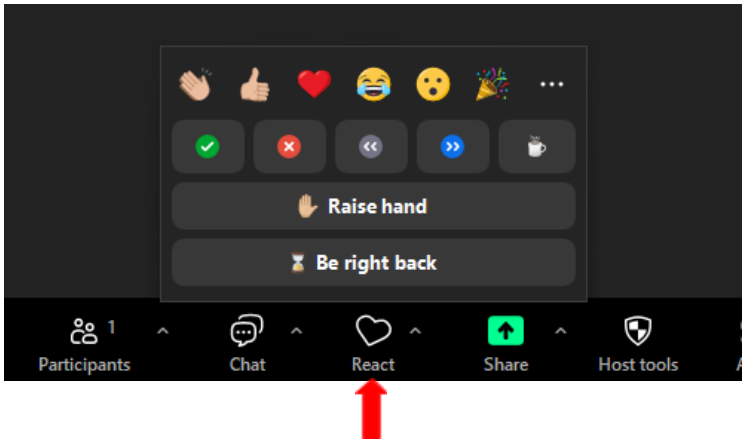
If you've accessed your meeting via PC or Mac, you can also save a copy of the chat history:

- In the **'Zoom Group Chat'** interface, select **'More'** then **'Save chat'**. This will save a TXT file of the chat to your computer's Zoom folder.

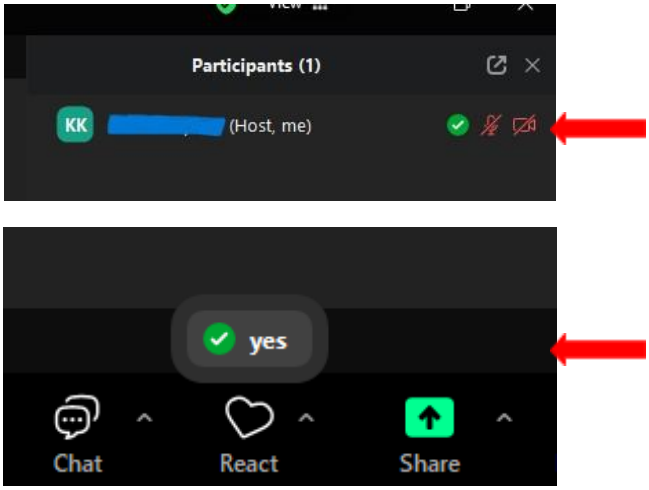
- Once you've selected **'Save Chat'**, open the saved **TXT** file by selecting **'Show in Folder'** in the green bar that appears

Reactions in a Zoom meeting

Reactions can be used as an active learning/interactive tool within Zoom for participants to efficiently provide non-verbal feedback to a question, statement or topic.



- Click on the '**React'** button to launch Non-verbal feedback option/emojis.
- Any applied reactions will appear next to the participant's name in the list and on top of **'React'** button



Polling in a Zoom meeting

- Access your Zoom meeting.

- In the meeting controls, click '**Polls/Quizzes'** .
- Click on the Launch Polling button to launch your poll
- Do one of the following:
    - ➔ Click '**Create'** if there are no polls created yet.
    - ➔ In the top-right corner, click the plus icon ⊕ to add more polls to the existing ones.
- Click the title **Untitled Poll**... to give the poll a name.
- **Surveys**, **Polls**, and **Quizzes** have different question types available. Each type has its own intended purpose and configuration options.

Types of questions

- After you create a survey, poll, or quiz, and choose from the following question types:
- More information on question type is **HERE**

Question type	Survey	Poll or Quiz	Consumer Engagement Survey
Single Choice	✔	✔	✔
Multiple Choice	✔	✔	
Matching	✔	✔	
Rank Order	✔	✔	
Short Answer	✔	✔	
Long Answer	✔	✔	✔
Fill in the blank	✔	✔	
Rating Scale	✔	✔	✔

- (Optional) Click the '**Create Breakout Rooms'** if you want to enable *breakout room creation based on poll results.*
- (Optional) Click '**+ Add Question'** to add another question to the poll.
- (Optional) Click the ellipses ••• at the bottom left of the creation window, then click '**Settings'** to configure the following options:
    - ➔ **'Require answers to be anonymous'**
- (Optional) Click the ellipses ••• at the bottom left of the creation window, then click '**Preview'** to see a preview.
- (Optional) Click '**Save'** to allow the poll to be started during meetings.
- Participants will then be presented with the following window where they can submit their answer to the question(s).
    - ➔ Only participants are able to respond to polling questions. Co-hosts and hosts will only be able to launch and share polling results.
- Click '**End Polling'** button once you have the desired response rate (i.e. 100% voted).

Prerequisites for creating Breakout rooms from poll results

- Breakout room, polling for meetings, and creation of breakout rooms from poll results must be enabled

Limitations for creating Breakout rooms from poll results

- Applicable to single choice polling questions
- **'Require answers to be anonymous'** must be disabled

Sharing poll results

- Click '**Share Results'** button to share the polling results with participants.
- Participants will then be presented with the following window where they can view the poll results.
- Click on the '**Stop Share Results'** button to stop sharing results with participants.

Re-launching a poll

- (Optionally) click '**Re-launch Polling'** button to relaunch the question so participants can vote again.
- Click **'Continue'** button to confirm the re-launch.

Note: Re-launching a poll will clear the existing poll results.

Multiple question sets

- If you have created more than one question set, click on the **down arrow** to select the next set.
- You can then launch the next question set for participants

Create a quiz during a meeting

- (Optional) A poll will be created by default. Click the ellipses ••• at the bottom left of the creation window, then click the toggle next to '**Make it a quiz'** to switch.

Zoom Breakout Rooms

Important video tutorial links

- Using Breakout Rooms During a Meeting
- Breakout Room Pre-Assign

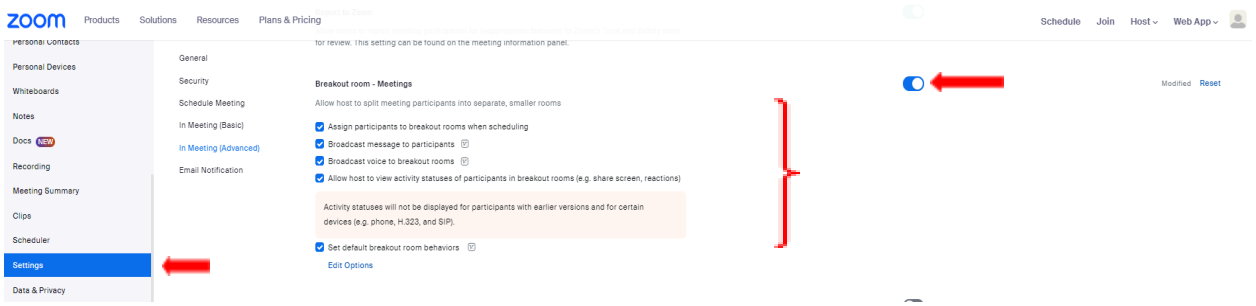
Breakout Room

- Breakout Rooms allow you to split your Zoom meeting in multiple separate sessions.
- The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.
- Up to **50 breakout sessions** can be created and **max 200 participants** in a session.
- Breakout session participants have full audio, video and screen share capabilities

Enable Zoom Breakout

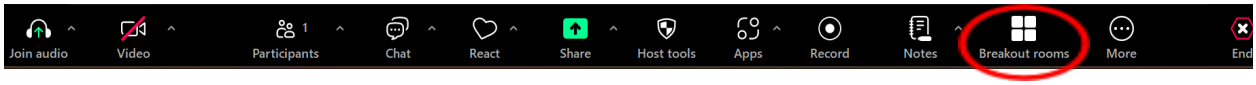
To enable breakout rooms, log into your **online** Zoom Account

- Click **'My Account'**
- Click '**Settings'**
- Select '**In Meeting (Advanced)'** and then enable '**Breakout Room'** and check the **box** for Allow host to assign participants to breakout rooms when scheduling.



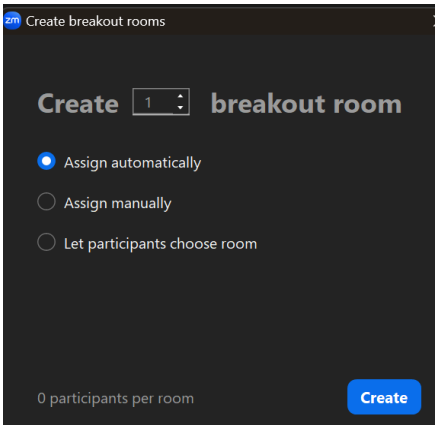
How to create Breakout Rooms

On restarting your Zoom application, you will be able to view the '**Breakout rooms'** option. To start using breakout rooms, click on '**Breakout Rooms**' in the lower right tools corner:



Zoom will open a pop-up window where you can set breakout arbitrary by the number of rooms or drop students in breakout rooms manually then click '**Create Breakout Rooms**'.

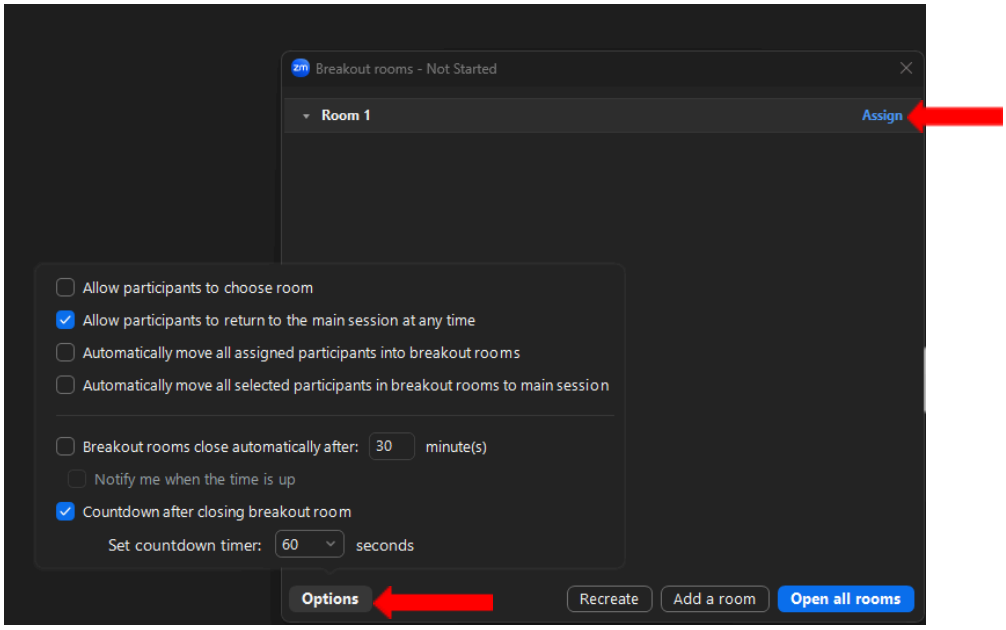
- **Automatically**: Let Zoom split your participants up evenly into each of the rooms
- **Manually**: Choose which participants you would like in each room



If you chose a '**Manual'** option

- you can assign participants to different rooms click on '**Assign'** link on the right and then select participant's name.
- Once participants are assigned to Breakout Rooms, click '**Start All Sessions**' button.
- You may further explore '**Options'** as required. Eg: *Set timer, countdown*

Refer to the image below



After **manually** assigning participants to rooms, you can rearrange the participants.

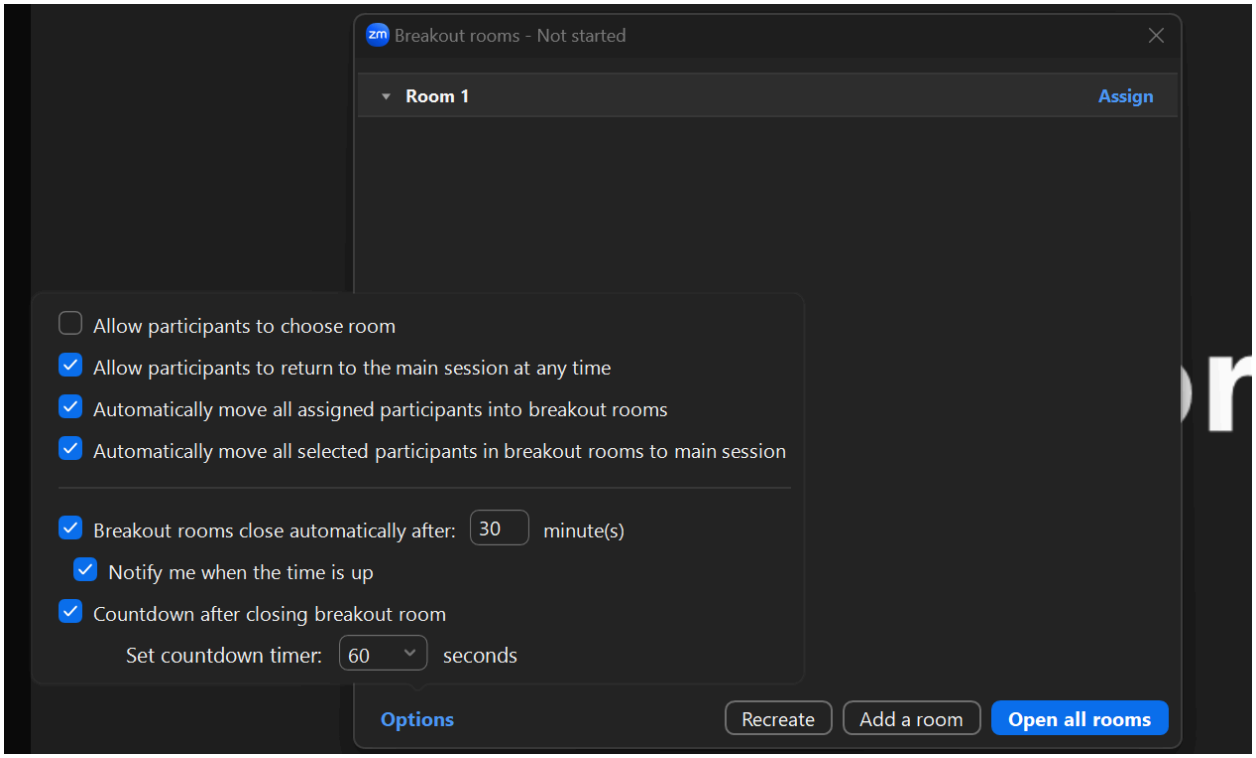
Note: Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

To ensure that to have better control over Breakout Room, the Zoom Host can

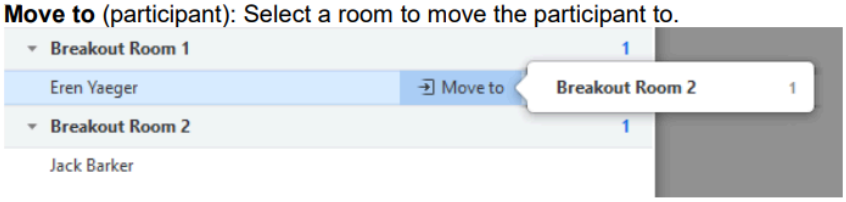
Select **'Options'**

Check all boxes except 'Allow participants to choose room'

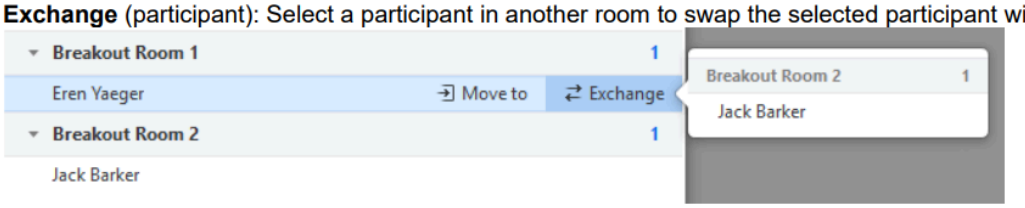
Refer to image below



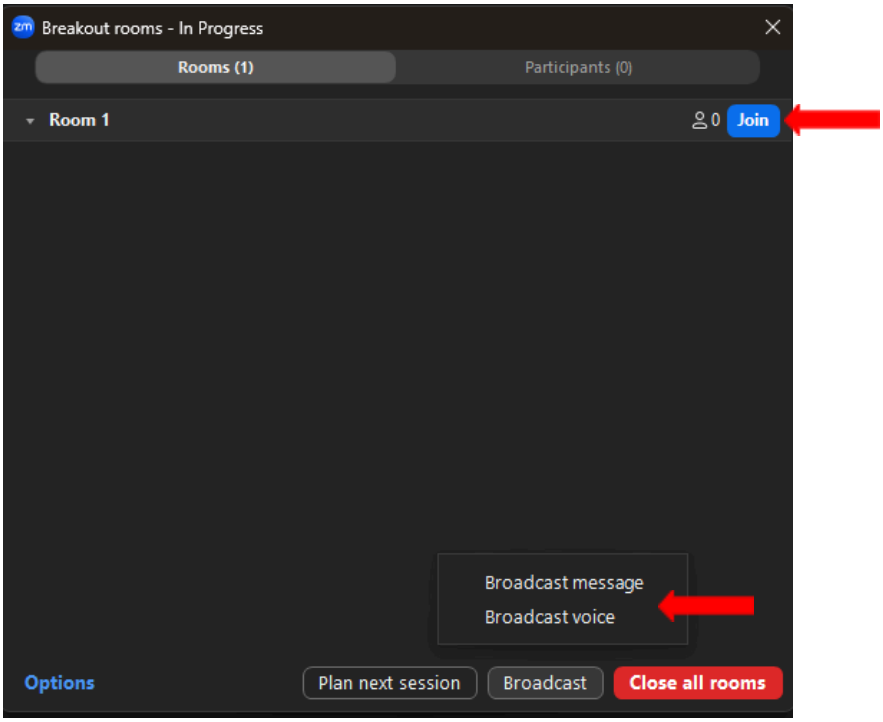
- **Move to** (participant): Select a room to move the participant to.



- **Exchange** (participant): Select a participant in another room to swap the selected participant with.



- Once you click '**Start All Sessions**' the pop-up window will change to display all rooms with the button '**Join**' for you to enter any room you like. This is also where you will end the breakout session.
- Additionally, there will be a button to '**Broadcast'** messages to all which you can use. Eg: *to give a warning of how much time is left for the session*



Some important Tab instructions

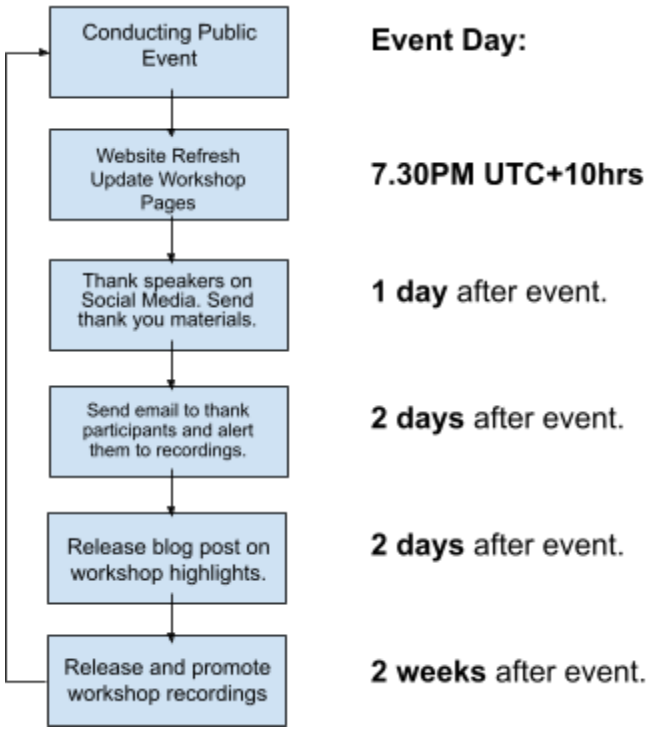
- **Delete Room**: Delete the selected room.
- **Recreate**: Deletes existing breakout rooms and creates new ones.
- **Add a Room**: Add another breakout room.
- **Start All Sessions**: Start the rooms.
- **Join:** Join the breakout room.
- **Leave**: Leave room and return to main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Recording Breakout Rooms

- If the meeting is being **cloud recorded**, it will **only** record the **main room**, regardless of what room the meeting host is in.
- If **local recording** is being used, **it will record** the room the **participant who is recording** is in. **Multiple participants** can **record locally**.

Post-Workshop Tasks

Who is responsible: @organiser @host, @speakers, @AV-support, @moderator, @quizmaster (if needed), @video editor.



1. **Website refresh:**
    - The @organiser needs to provide the @website-refresh team with instructions to update the website at least 1 day prior to the webinar event, so it can be done immediately after the event.

      Instructions below to post in #website-refresh channel.

      The website needs to be updated immediately after the event with the details of the next event.

    - Immediately after the conclusion of the event - transfer all speakers (name the speakers) on the website from the Current speakers section to Previous Speakers section.
    - Update the themes and additional topics.
    - Provide the date for the upcoming workshop.

- Set any livestreams to be “Unlisted” / removed if not possible. The YouTube stream is hidden, as we only need it as a recording backup.
- Update the registration page URL to point to the next webinar.
- Update workshop and speaker web pages.

1 days after the workshop

- **@smTeam** should create social media posts thanking speakers for presenting at the workshop. Include an image of speakers if possible - an example can be found here: https://www.linkedin.com/feed/update/urn:li:activity:6965427081497235456

2 days after the workshop

- Create workshop WordPress page prep and Write up (content team) and post to Website/Blog post. **@copywriters**
    - **See Step #5 for more information.**

1 week after the workshop

- Create and upload webinar presentation videos. **@video-editor**
- **@smTeam** should create social media posts with links to the workshop presentation videos. An example can be found here: https://www.linkedin.com/feed/update/urn:li:activity:6968367623134732288

2. **Internal debriefing**:

    - Members from the webinar manifest: @organiser *@host, @AV-support, @moderators (and @quizmaster,* if applicable*)* should spend at least 30-40 minutes debriefing.

    - The Debrief meeting should be held 2 days after the live event or within the same week of the event.
    - Consider: What did everyone do well? What could be done better? How can everyone improve (if needed), statistics on the number of registration vs attendees?

3. **@organiser will:**

    a. **Send a thank you email** to each speaker with their certificate. Copy the design on the selected page and go to “Make a Copy” to create a new Canva document.

Copy the certificate page so one copy exists for each speaker, by right-clicking the page thumbnail at the bottom of the window and clicking “Duplicate”.
Make sure you:

- Replace the word *Name* with the guest speaker’s full name.
- If a month and year (or the words *Month Year*) appear, replace them with the month and year that the event occurred.

Share it with the THRIVE Project team in Canva, then download and add it to the email.

Certificates are made in Canva, and can be found here.

- THRIVE Framework Workshop (Page 24): https://www.canva.com/design/DAGf51mKFno/dFkkcVFIRV03x4flHfYMfQ/edit
- Flourishing Workshop: (Page 30): https://www.canva.com/design/DAGf51mKFno/dFkkcVFIRV03x4flHfYMfQ/edit

b. **Send certificates** to participants in a new document, ensuring there is one certificate for each participant.

Certificates are made in Canva, and can be found here.

- THRIVE Framework Workshop (Pages 1 - 4): https://www.canva.com/design/DAGf51mKFno/dFkkcVFIRV03x4flHfYMfQ/edit
- Flourishing Workshop (Page 54): https://www.canva.com/design/DAGf51mKFno/dFkkcVFIRV03x4flHfYMfQ/edit

4. **@Copywriters will write up a news article** about the speakers and event.

Release it 2 days after the event.
Previous examples can be seen here and here.

To write the News article (to appear in the News section of the website):

The aim of this piece is to summarise the event and what the speakers discussed. Aim to make this around 350-400 words long and include a picture of the guest speakers.

Make sure the article is categorised under the News category, and that the usual article editing guidelines are followed.

Structure the article as follows:

a) Begin the piece by thanking the guest speakers.
b) Introduce THRIVE and our mission.
c) Provide some background on each individual, their education and work.
d) Summarise the webinar, and each presentation.
e) Conclude by reflecting on the person's work and how it will benefit the future. This should also link back to THRIVE.

Before you publish, make sure the page slug is as follows:

***month-year-name-of-workshop*-**highlights-featuring-**speaker01FirstName-speaker01LastName-speaker02FirstName-speaker02LastName-speaker03FirstName-speaker03LastName**

For example:
august-2025-flourishing-workshop-highlights-featuring-erin-remblance-jen-gearing

may-2025-thrive-framework-workshop-highlights-featuring-lia-golledge-radhika-raghupathy-khusshboo-mehta

Information about the page slug's role can be found in the article editing guidelines.

5. **@AV-Support will trim quiet sections** from the start and end of the event recording, and upload the recording folder to the Uploads folder in the THRIVE NextCloud.
6. **@video editor will extract each presentation from the recordings, forming each into a separate video.**

   NOTE: Presentations which mainly consist of discussions usually perform poorly on YouTube, so we'd recommend ignoring those unless you / the team believes they will perform well.

   They will then:

   - Clean up the audio and video to look presentable, removing any ums, ahs, or other filler words. Remove both the audio and video before stitching them together, or they will go out of sync.
     - For discussions between multiple people, we recommend using the individual speaker recordings in the "Audio Record" folder - *add them to*

the recording before cutting it down, align the recordings to the start of the video, then cut the audio and video down to the discussion.

- Create an intro for each video with the Webinar Intro Template, and add it.
- Add outros and transitions from the Outros folder, and the Transitions folder respectively.
- Add overlays to each video. Use the Webinar overlay template.
    - Use the presentation template for presentations, unless there are discussions between multiple people (and multiple camera feeds) - where you should use the Q&A overlay.
- Render each video, and upload them to the THRIVE YouTube Page as unlisted videos. Then, post the links to the #quality0check page in slack, asking if there are any issues.
- **Once confirmed that there are no issues, schedule the video to be published 2 weeks after the event, or the day they are finished, whichever is first.**

When uploading, add a 1920 x 1080 sized graphic to use as a thumbnail, and a meaningful title and description. Title and description should:

- Explain what the event is, and what it's about.
- Explain how it relates to THRIVE and its mission to promote a thrivable future.
- Write 2-3 sentences about each speaker, and their expertise and experience in the topic (if there were any speakers).
- Encourage people to visit our social media links, and provide these. For instance:

  If you are interested in learning more about the THRIVE Project, follow us on social media by using the links below:

  Facebook: https://www.facebook.com/thrivabilitymatters
  LinkedIn: https://www.linkedin.com/company/thrivabilitymatters
  Twitter / X: https://twitter.com/thrivability_m
  Instagram: https://www.instagram.com/thrivabilitymatters
  Reddit: https://www.reddit.com/r/Thrivability/
  TikTok: https://www.tiktok.com/@thrivability_matters

  Or you can visit our website here: https://ThrivabilityMatters.Org

7. Using *thriveprojectevents@gmail.com*, **send an email** to the participants with the link to their presentation video. *The organiser or coordinator* may discuss with them about participating in future events, such as THRIVE podcasts, workshops, or other events.

8. **Promote the workshop videos** on our social media channels, and send the video links in an email to participants.

   In this email, promote any future events/content, such as workshops or podcasts and encourage them to join our future events.

9. **Follow up on speakers** if desired for podcasts, guest blogs, interviews, or any other events.

Recruitment

To recruit for a Host

It is important to recruit the right person to host the webinars. To do this effectively, an evaluation process should be executed for the purpose of selection, handover and training. Ideally a group of potential candidates should participate to reduce the number of evaluation and training sessions. Together @HR and the @organiser are responsible for recruitment of a new host and where necessary practice sessions should be executed before the live event.

What is covered in the session?

- A scope of the Thrivability Matters Workshop series
- Event name, purpose, audience, history etc
- The role of the host
- Event team (manifest), areas and individuals
- Event format and structure
- Pre-event activities
- Post-event activities
- The workshop cycle
- How to operate Zoom and relevant functions for workshops.
- Candidates have the opportunity to prepare a short presentation and present this to the panel for the evaluation.
- A copy of this online Workshop guide (and any other documents used for hosting) is to be shared with the new host.

Important links:

The video here is an example of the host training & evaluation session.
A copy of the structure of the session here.

An example of the host evaluation criteria is here.

Commitments:

Ideally, the host should commit to a minimum of 12 months and be available on the 3rd Tuesday of each month to fulfil their role.
The webinar event commences at 6PM AEST (UTC+10hrs) and concludes at 7.30PM AEST (UTC+10hrs). The host will also require stable internet connection to conduct the webinar session.

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Karan	**v1.1**	**First Draft**	**Workshop specific zoom guidelines**	**25/10/2024**
@Justin	**v1.2**	Added information about post-workshop processes.	Information was absent. A separate guide for hybrid workshops should be made, as processes are different from online workshops - consider doing this on completion of this guide.	**11/09/2025**