

## Checklist:

# International Day of People with Disability

Event Date and Time: Wednesday 30 November 2:00 pm to 2:45 pm

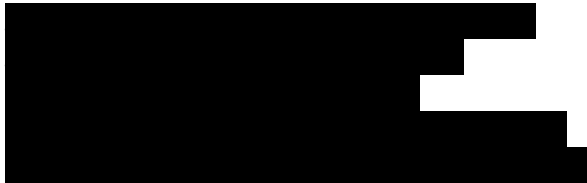
Online: [MS Teams meeting via Learnhub](#)

Guest Speaker: [REDACTED], Services Australia

Host/Internal MC: [REDACTED], General Manager Content Safeguards

Question Moderator: [REDACTED], ACMA L&D eLearning Designer

Contacts:



PRIOR TO THE EVENT		
WHEN	ACTION	COMPLETION DATE
	Brainstorm ideas for the Campaign <a href="#">Event Planning</a>	
	Email to <a href="#">Internal comms</a> – provide an overview of proposed event and details, seek guidance/approval for proposed date and time (any clashes?)	
	Email to EM, GM and Chair to ensure availability and have place holders put in calendars (if appropriate)	
	Complete <a href="#">event proposal</a> – submit for approvals: <ul style="list-style-type: none"> <li>• EL1 and EL2</li> <li>• EL2 sends it to Exec Manager ([REDACTED]) to approve and send it onto GM and Chair for visibility</li> </ul>	
	Complete the <a href="#">Run sheet</a> – submit for approvals: <ul style="list-style-type: none"> <li>• EL1</li> <li>• Send to Internal Communications ([REDACTED])</li> <li>• EL2 for approval</li> <li>• EL2 sends it to Exec Manager ([REDACTED]) to approve and send it onto GM and Chair for visibility</li> <li>• Once approved, send to Comm's</li> </ul>	

	Schedule Learnhub event and ensure IT assistance is booked, <a href="#">IT email template</a> (Kip Brand)	
	Book guest speaker (if applicable) Ask for a short bio to use as intro, in comm's article and provide MC with background (included in the MC Speaking Notes) Request: we advise away from guest speakers or any all-staff events on Fridays, as it is possibly the least attended day at work (part-timers)	
	Schedule MC for the event (if applicable)	
	Prepare a minimum of 5 questions to start the <a href="#">Q&amp;A</a> (if applicable)	
	Develop Internal Comms Plan, including objectives, key messaging and timeframes - submit for approvals: <ul style="list-style-type: none"> <li>EL1 and EL2</li> </ul> Send finale notes to Internal Communications (Michelle) [REDACTED]	
	Develop <a href="#">MC Speaking Notes</a> – submit for approvals: <ul style="list-style-type: none"> <li>EL1 Send to Internal Communications ([REDACTED]) [REDACTED]</li> <li>EL2 for approval</li> <li>EL2 sends it to Exec Manager ([REDACTED]) to approve and send it onto GM and Chair for visibility Internal Communications ([REDACTED]) [REDACTED]</li> </ul> Send to Final notes sent MC and guest speaker for familiarisation (Ensure you use the official ACMA general template)	
	Schedule the ' <a href="#">Acknowledgement of country</a> ' presenter	
	Have the event added to the hub events	
	Schedule and confirm the <a href="#">Question moderation</a> is booked ([REDACTED])	
	Book <a href="#">Authority meeting rooms</a> for Canberra, Sydney and Melbourne – to enable staff to join Chairs calendar, [REDACTED], [REDACTED] place holder calendar – email EA's Email to chair office to notify and request attendance	
	Schedule <a href="#">Foyer Screen Play Lists</a> (ensure you receive confirmation)	
	Schedule <a href="#">teams background</a> (ensure you receive confirmation)	
	schedule event posters to be placed around the offices Melbourne and Sydney CSD Canberra Facilities ([REDACTED])	
<b>DAY OF THE EVENT</b>		
	Sound and equipment check the MS Teams with the guest speaker and MC	
	Comms send out reminder – ensure it has learnhub registration link (not a comm's calendar invite – request comm's don't send a calendar invite)	

	Teams event – ensure the session is recorded and ‘spotlight’ presenter/guest speaker	
	Ensure marketing/promotional material is removed, including:  Teams background  Foyer screens  Office posters	
	Close of Authority room meeting cameras off – so they don’t show empty rooms – CSD (████ in Melbourne, ... in Sydney)	
	Invite authority rooms into the meeting teams invite (the authority room sends an invite when the room is booked – you will need to send the teams link to over-ride the room link with the learnhub link)	
	Edit the recording and send to (████ details)	

The promote engagement leadership talks goes out w/c 14<sup>th</sup>. If the timing suits for the corporate update Internal comms will put it in there.

#### **EMAIL TEMPLATE 1**

**To:**

**Cc:**

#### **EMAIL TEMPLATE 2**

**To:**

**Cc:**

#### **EMAIL TEMPLATE 3**

**To:**

**Cc:**

**EMAIL TEMPLATE 4**

**To:**

**Cc:**