Virtual Event Process & Guidelines 2020

Welcome to the new process for developing an RACI virtual event. We have simplified this process as much as possible to make it efficient and easy for all of us to work together and deliver successful events for our community.

5 simple steps

1. 6 weeks prior to the event, complete the virtual event endorsement form and email it for approval to Mary Pappa at the RACI National Office on mary.pappa@raci.org.au
   The virtual event endorsement form can be found here: https://www.raci.org.au/document/item/4530
2. 5 weeks prior to the event, Mary will advise if the event is approved and send through the Zoom links if approved. The regional coordinator will then place the event live on the RACI website.
3. 4 weeks prior to the event, RACI National Office will commence a marketing campaign in conjunction with your own marketing.
4. Your event runs and we wish you every success. Please remember to take photos, especially if you have a speaker.
5. 1 week after the event, please write a short article (approx. 1 short paragraph) about the event and provide it and a few photos to your regional coordinator for inclusion in the monthly newsletters and the RACI website.

Helpful Tools

- Hosting a Meeting or Webinar Quick Guide  
- Helpful advice about using Zoom for Virtual Events  