

AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

Administration Office: PO Box 233, Kerrimuir VIC 3129 Australia

Ph: 03 9898 7406 Email: enquiries@aka.asn.au

 Australian Kinesiology Association

ABN: 31 074 034 709

ARBN: 074 034 709

APPENDIX A

EVENT INFORMATION FORM

Event Type:	Webinar	Workshop
Title of Event:		
Presenter Name:		
Presenter Mobile:		
Presenter Email address:		
Date of the Event:		
Time (AEST/AEDT):		
Duration of event (excluding Q & A):		
Q & A:	At the end of the presentation? Yes/No	Estimated Q&A Start time: : Estimated Q&A End time: :
CPE Points: (AKA Use Only)	Yes/No If Yes, Points allocated:	
Handouts:	Yes/No If Yes: Given at the same time as Zoom link sent out Or Sent via email post event	
Registration: (AKA Use Only)	AKA Members \$	Non-members \$
Presenters Fee:	<i>Please indicate if your services are free of charge or if you will be charging the Australian Kinesiology Association a fee:</i> Free or \$	
Recorded: Yes/No		
Refund available: Yes/No (AKA Use Only)		

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APPENDIX B

RESPONSIBILITIES CHECKLISTS

AKA OFFICE STAFF	
CHECK	TASK
	Check for previously signed confidentiality agreements (CA) for host and events personnel.
	If no current confidentiality agreements are in place or CAs are about to expire, please send CA to relevant personnel.
	Once confidentiality agreement has been signed provide access to host and events personnel for Gmail account (akaeventspersonnel@gmail.com) and password.
	Promote the event on the AKA Website with a link for registration.
	Create a "Meeting" or "Webinar" in Zoom for the event at the scheduled date and time of the event.
	Send the link for the "Meeting/Webinar" to the host, personnel, and Presenter within 2 days of the event date, or the last working day prior to the event date (whichever provides the longest amount of time for the host and Presenter to have a rehearsal prior to the event).
	Send event registration list to host and events personnel prior to the event date.
	Send link to the event to all registrants prior to the event date.
	If necessary set an "Out of Office" automated email for enquiries@aka.asn.au by close of business on the last working day (for office staff) prior to the event date.
POST EVENT	
	Change the password for the gmail account.
	Remove the automated "Out of Office" email.
	Send a survey to attendees/participants regarding event within 2 working days after the event.
	For approved AKA events CPD points will be uploaded to the Member's profile.

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RESPONSIBILITIES CHECKLISTS (Cont...)

HOST & EVENTS PERSONNEL	
CHECK	TASK
	Read the current Confidentiality Policy, Procedure, & Agreement.
	Sign the Confidentiality Agreement, if there is not a current one in place. (Confidentiality Agreements are required to be signed whenever the policy is updated or upon request).
	A second specific Event Confidentiality Agreement may need to be signed also.
	Send signed Confidentiality Agreements to enquiries@aka.asn.au within three days of signing the document.
	Ensure access has been received to the gmail account: akaeventspersonnel@gmail.com and respond to any queries received regarding this event, up to an including the day of the event.
	Liaise with relevant personnel and entities to ensure event is marketed and advertised on platforms such as: AKA website, In Touch Magazine, Monthly Newsletter, Social Media outlets, etc.
	Send a copy of the AKA Advertising Policy to the Presenter to read and request that they sign the AKA Advertising Agreement and Waiver Form.
	The Presenter is to complete the Event Information Form on the AKA Website (Appendix A).
	Ensure the AKA Office: enquiries@aka.asn.au is included on all correspondence. If the AKA Office has not been included on correspondence, forward the information to the AKA Office and remind the Presenter to include the AKA Office in their communications.

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Host and Events Personnel Allocated Tasks. List name of person responsible in the check box	
	Ensure Presenter is ready on the day/night of the event 30 minutes prior (to go through any last minute issues).
	<p>Admit participants into the Zoom event at the appropriate time.</p> <p>Welcome participants to the event.</p> <p>Read an Acknowledgement of Country.</p> <p>Introduce the Presenter/Speaker (this involves obtaining information about the presenter).</p> <p>Advise housekeeping information for participants (including use of mute/unmute, chat box, Q&A, etc.).</p> <p>Participants are to be advised that should they have any issues with the presentation, presenter and/or content presented at the event, they are to email the AKA Office at enquiries@aka.asn.au</p>
	<p>Check attendees at the event against the event registration list before entering participant into the event.</p> <p>Ensure gmail account has been checked for any late registrations and whether or not they have been accepted to register.</p> <p>DO NOT ALLOW ENTRY for any registrants who are not on the registration list.</p>
	Monitor chat box.
	Screen Q & A in chat box. Ask Presenter Questions from participants (if applicable).
	Check participants are muted (if applicable).
	Technical issues/trouble shooting.