

Guidelines to organise an EAAE webinar

2021

1. Submission of a proposal

EAAE webinars are short format (1.5 – 2 hours) events on a specific topic of interest to the members of the EAAE.

Your proposal should follow the format listed under point 3 and has to be sent to the Secretary General (SG) of the EAAE (eaee@wur.nl). If you have any questions, please contact the Secretariat (eaee@wur.nl).

2. Evaluation of the webinar proposal by the EAAE Board

After receiving the proposal, the proposal will be evaluated by designated members of the Board before deciding whether to officially endorse it. The Board of the EAAE has published a Code of Professional Conduct and encourages gender balance and diversity among panel of speakers.

The Board of the EAAE will normally respond to the submitting team within 1 month after receiving the proposal. There are three possible reactions from the Board:

- *Official endorsement.* The Board of the EAAE fully agrees with the proposal. The organisers receive an official mail from the SG to inform them that the webinar is officially endorsed and that the webinar receives an official number in the EAAE series. The webinar will be published on the EAAE website (within two weeks) and in the next issue of the EAAE Newsletter.
- *Conditional endorsement.* The Board of the EAAE has some minor comments on the proposal and recommends some modifications. Nevertheless, the webinar receives an official number from the EAAE series and can be published as such.
- *Refusal.* The Board of the EAAE has fundamental reservations about the proposal. The Boards' remarks are communicated to the submitting team and they have to decide whether they will accept the recommended modifications. The webinar is not published in its unmodified form.

3. Format of webinar proposal

A webinar proposal should be a brief document (1-3 pages) providing the following:

- Title: Short but descriptive regarding the content of the webinar
- 150 word summary about the webinar. This summary will be used as a teaser text when announcing the webinar.
- List of presentations (Title, presenter, co-authors)
- Chair: There should be a designed chairperson introducing the event.
- Moderator(s): It has been useful to have a moderator facilitating and encouraging the discussion by picking up questions from the chat.
- Concept to facilitate discussion: Webinar organisers should encourage active participation in the event and plan useful elements to this effect.

4. Organisation of an EAAE webinar

Responsibility

The technical implementation of the webinar will be facilitated by the EAAE Secretariat. The local organisers have full responsibility to provide the necessary information to the Secretariat in due time.

EAAE Membership

Every presenter of an EAAE webinar has to be a member of the EAAE. The EAAE membership is valid for a triennial period beginning on the 1 January of the year in which a member joins. For instance, a member who joins in 2020 is a member for the triennial period 1 January 2020 to 31 December 2022. The cost of becoming an EAAE member in

the year 2020 is Euro 150 for the period 2020-2022. Exceptionally, members joining in 2021 will obtain a two-year membership at 100 Euro. More information about membership can be found on our website (<http://www.eaae.org/Membership.aspx>). Webinar participants' membership is strongly encouraged as the EAAE views webinars as a service to its members. Any correspondence inviting to the webinar should include the following statement: *EAAE webinars are run by the EAAE Secretariat as a service to the EAAE members. When attending the webinar, check your membership and support us as active member.*

Participants

The webinar platform of the EAAE allows for 300 active participants and up to 10,000 viewers. Participants have to register to the webinar on the EAAE website and receive a link to the online event 2-5 days prior to the webinar.

Communication before the webinar

The organisers must designate a contact person who is responsible for communication with the EAAE Secretariat.

The organisers should send information about the webinar to the editorial board of the EAAE Newsflash, preferably by e-mail: eaae@wur.nl.

The Secretariat is responsible for publishing introductory webinar information on the EAAE website (within 2 weeks of receiving the information) and in the next issue of the Newsflash, including a registration link.

5. Timeline of specific tasks to be undertaken by webinar organisers before an EAAE webinar

Organisers of an EAAE webinar have to undertake a number of administrative actions to help the Secretariat and the EAAE Board with the implementation of the webinar.

3 months before the event: The webinar proposal should be sent to the SG of the EAAE.

3 weeks before the event: The names and email addresses of all speakers should be sent to the Secretariat.

1 week before the event: All panel participants are informed about the screen-play for the event (order and times, use of cameras and muting of mics, procedure for discussion in the chat or otherwise)

15 minutes before the event: All speakers should be online to make final technical checks.