

# Community Events:

## Event-Format Guidelines

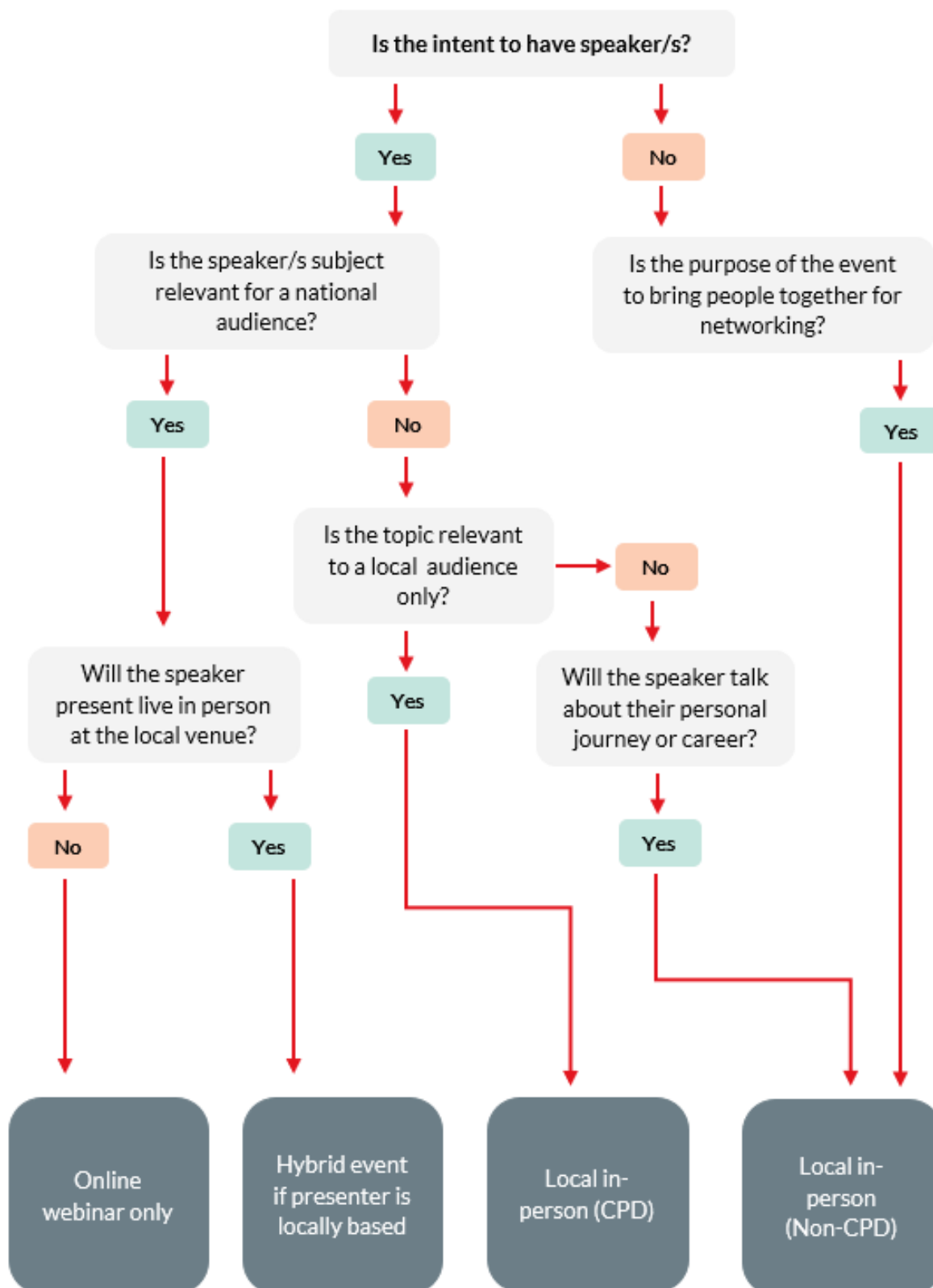
This document is intended to assist our Engineers Australia (EA) office bearers/ volunteers determine the appropriate event format based on event objectives and outcomes.

In this document we outline the definitions of the event types and provide a flow chart to assist in choosing the right event style.

Should you have any questions please contact the Professional Development (PD) team – [EAevents@engineersaustralia.org.au](mailto:EAevents@engineersaustralia.org.au)

Event Format	Definition
Webinar	<ul style="list-style-type: none"> <li>Online presentation streamed live via the EA Webex platform. Recommended delivery time: up to 60 mins including 15 mins Q&amp;A</li> <li>Presentation recorded and if quality assurance met, recording is loaded onto EA OnDemand.</li> </ul>
Hybrid Event	<ul style="list-style-type: none"> <li>A combination of in-person delivery and online delivery.</li> <li>Presenter/s present in-person (unless speaker is international)</li> <li>EA venues that can currently facilitate hybrid are Adelaide, Brisbane, Newcastle, Perth and Sydney.</li> <li>Recommended delivery time: up to 60 mins streamed including Q&amp;A + up to 45 mins in person networking (event totals no-more than 2 hours).</li> <li>Presentation recorded and if quality assurance met, recording is loaded onto EA OnDemand.</li> </ul> <p>NOTE: Hybrid events have been hit and miss with in-person attendance over the past year. The preference of online attendance is much stronger. It is essential the in-person experience is worthwhile for the effort to come into a premise. E.g. The speaker should present in-person and there be a draw card (only something the in-person attendees experience), speaker should be available to network, other in-person benefits (see below) need to be clearly thought through and articulated on the event website listing.</p>
In-Person Event (CPD or Non-CPD)	<ul style="list-style-type: none"> <li>Event delivered in an EA venue or other location with no online delivery.</li> <li>Recommended: presentation up to 30mins with focus on audience/panel/speaker discussion, debating, Q&amp;A or working through a proposed issue, with a focus on networking and engaging with others in person.</li> <li>CPD example: Site Visit</li> <li>Non-CPD example: Networking only events</li> </ul>

## Determine your event type



Submit an Event Brief

Your event did not match any of the above criteria email  
[eaevents@engineersaustralia.org.au](mailto:eaevents@engineersaustralia.org.au)