Event planning guide

Overview of processes for running a RED Hub event

1. Communications: creating a flyer, newsletter announcements and electronic billboards

2. Creating an Eventbrite online registration

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6. FHMRI Wednesday Seminars - 10 step checklist

Check current requirements for COVID-19 safe events www.covid-19.sa.gov.au

1. Communications

1. Create a flyer using the template. Click here to download template.

2. Send to Simon Behenna (fhmri@flinders.edu.au) for inclusion in the CMPH eNEWS and/or FHMRI News, and Michelle Cox (michelle.cox@flinders.edu.au) to update FHMRI calendar. *Material for FHMRI News must be received COB Tuesday, for distribution Wednesday, and CMPH eNEWS by COB Thursday, for distribution Friday.

3. Create a simplified flyer using the template for posting the flyer to the CMPH electronic billboards and email to cmph.operations@flinders.edu.au for addition to the level 5 and 6 FMC screens. Click here to download template.

4. Share via your social media, and ask others to do so. Use image and include @flinders @FHMRI #keywords #FHMRI

2. Creating an Eventbrite online registration

www.eventbrite.com.au

Create an account. This is free and quick.

Click the red button, top right corner 'Create Event' and follow the prompts.

Utilise the information and image you used in the flyer for consistency.

Once Eventbrite event is created you can create a QR code for the Eventbrite URL and use this in communications to help facilitate registration eg. include it on the flyer

3. Venue

3.1 Selecting a suitable venue

The following is a list of commonly used rooms for workshops, seminars, networking & smaller events.

ROOMS	**ROOM NAME** (Maximum number of people in brackets)	**HOW TO BOOK**
Rooms for >50 people		
FMC Level 4 seminar area	U_FMC_4E303-Full_Level 4 Seminar area (179)	This room has restricted booking because of its high demand. Please send an email to cmph.roombookings@flinders.edu.au to book this space
HSLTC top floor	U_HSLTC_3.06-3.07-3.08-3.09_Teaching room (68)	Non-teaching web booking
Studio One and Two combined (behind Grind and Press)	(52) If separate – Studio 1 (15). Studio 2 (37).	Service One Service One > Facilities > Book a Venue
FMC Lecture theatre 1	U_FMC_5E311_Lecture theatre 1 (61)	Non-teaching web booking
FMC Lecture theatre 2	U_FMC_5E304_Lecture theatre 2 (92)	Non-teaching web booking
FMC Lecture theatre 3	U_FMC_5E305_Lecture theatre 3 (159)	Non-teaching web booking
FMC Lecture theatre	U_FMC_5D221_Lecture theatre 4 (60)	Non-teaching web booking Note: 4 Poor AV (SALHN connection not University] and poor layout
HLTH Lecture theatre 1.09	U-HLTH_1.09_Lecture theatre (57)	Non-teaching web booking
Rooms for <50 people		
FCIC function room	Room - FCIC - function room (90)	Outlook calendar. Note: no video or camera capabilities in this room
Michael Berry seminar room	Room_SoM_Michael Berry seminar room (25)	Outlook calendar
Horseshoe seminar room	U_FMC_5E132_seminar room (32)	Non-teaching web booking
HLTH room 1.23	U-HLTH_1.23_Teaching Space (38)	Non-teaching web booking
Rooms for committee meetings		
Deans conference room	(18)	Outlook calendar
Meeting room near lunch room, lvl 6 FMC	Room – CMPH – Level 6 Meeting Room 6E121.1 (8)	Outlook calendar. Note: no video or camera capabilities in this room

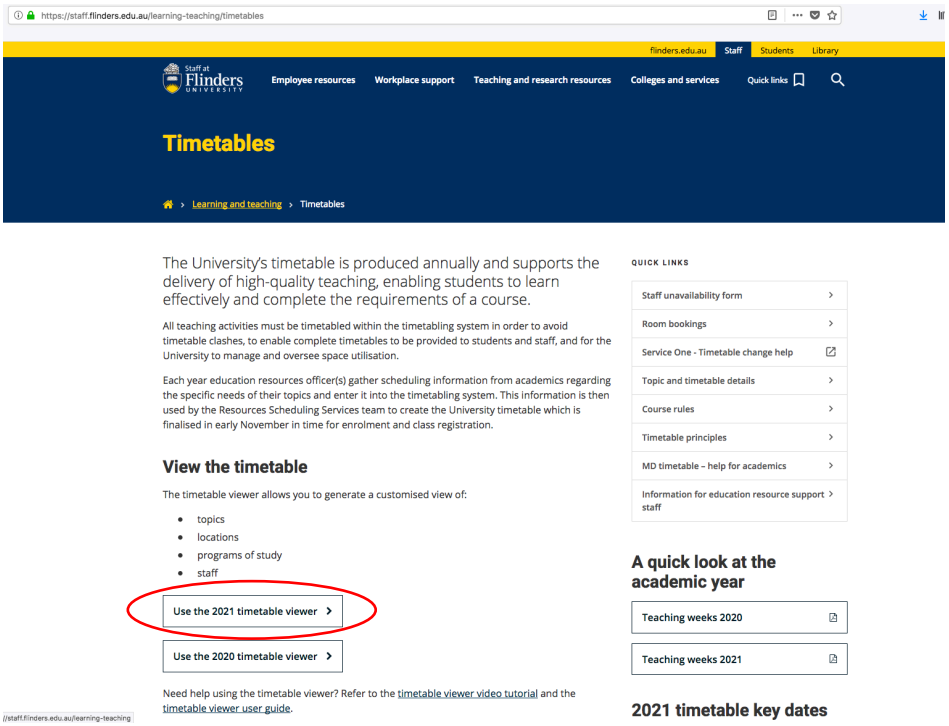
3.2 Checking availability and booking the venue

All the following information can also be found online: **https://staff.flinders.edu.au/workplace-support/bookings/room-bookings.**

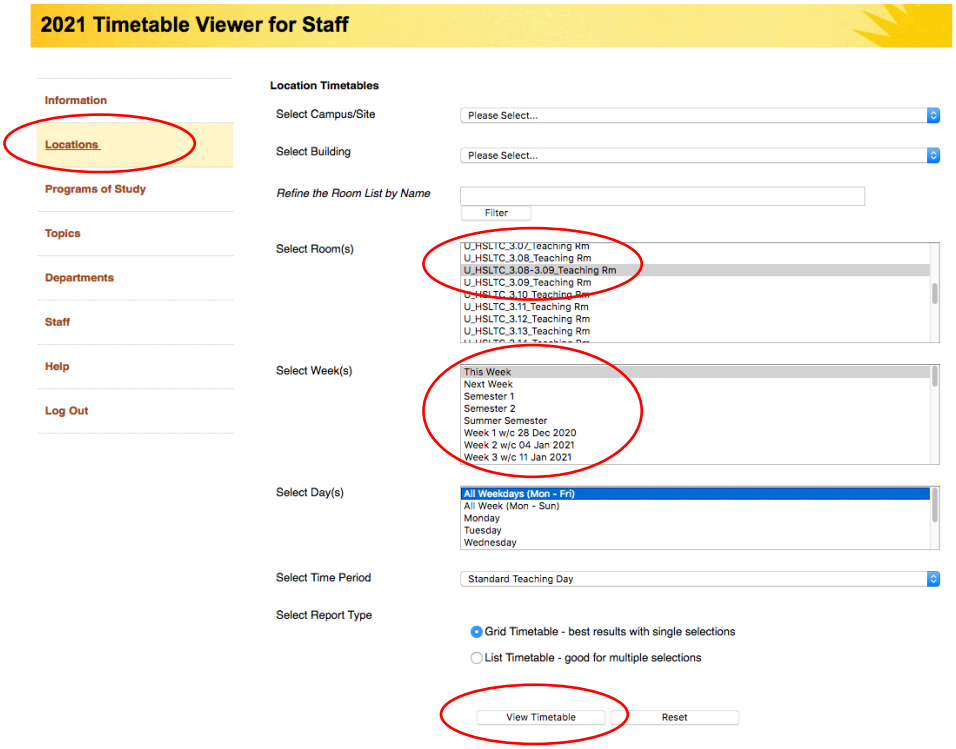
If you have any problems email Kiley MacDonald at cmph.roombookings@flinders.edu.au or call her on ex 15423.

3.2.1 How to book a room using Non-teaching web booking system

a) **Check availability of space**: Go to the Flinders timetable 2021 at https://staff.flinders.edu.au/learning-teaching/timetables and login with your FAN

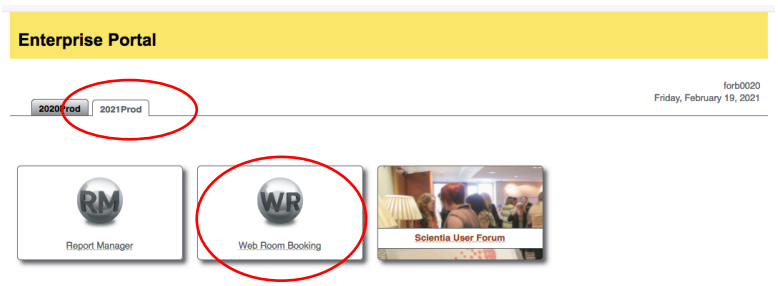


Select Location on the sidebar and then select the Building (leave Campus/Site as is). All rooms within that building will be displayed. Select your preference and the Week (other fields can be left as is, or defined to narrow the selection). View Timetable will show availability. Room capacity is shown in the top left of the room schedule, with any COVID-19 adjustments noted with a 'c'. For example: "U_FMC_5D221_Lecture Theatre 4_60c" has a capacity of 60 people, and that's been modified for regular capacity to current COVID-19 restrictions.

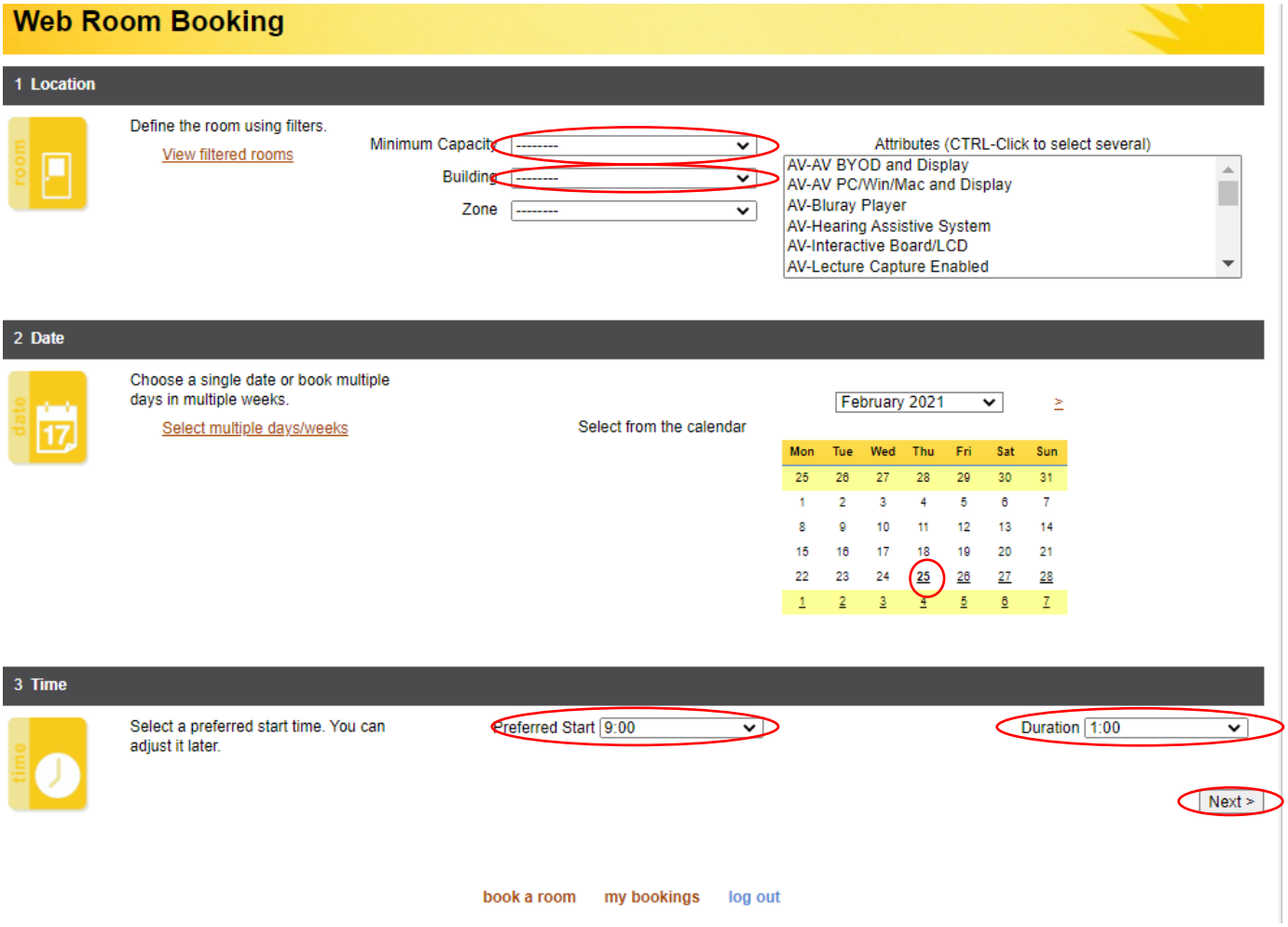


b) Book the room through the web booking system

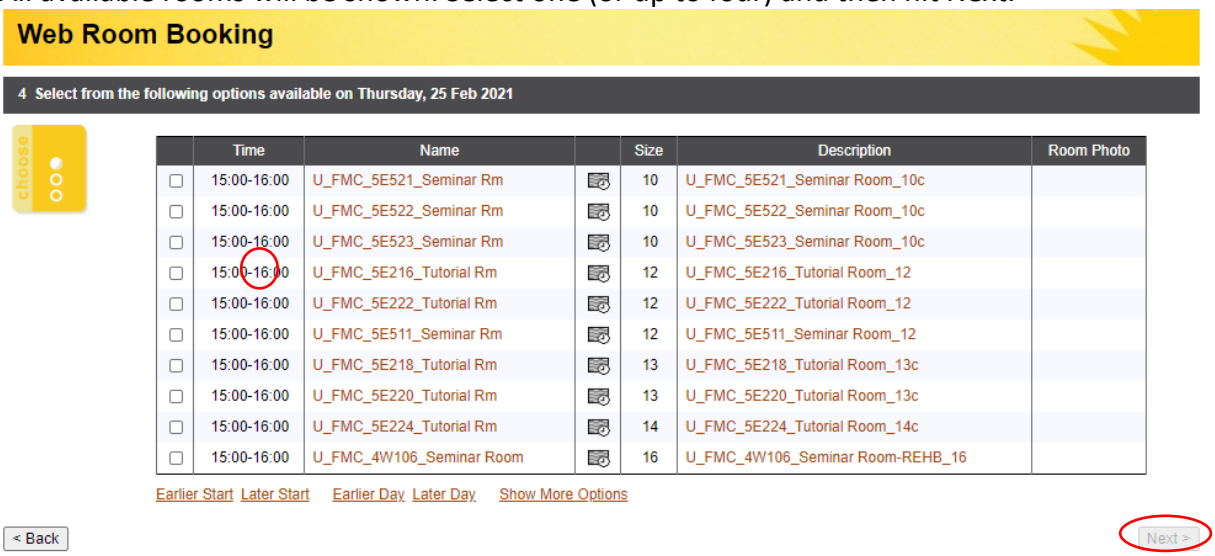
https://staff.flinders.edu.au/workplace-support/bookings/room-bookings



Enter the Minimum Capacity and the Building (leave Zone unselected). Enter the date and the start time. Enter the **Duration** (this is often confused for the End time). Click Next.

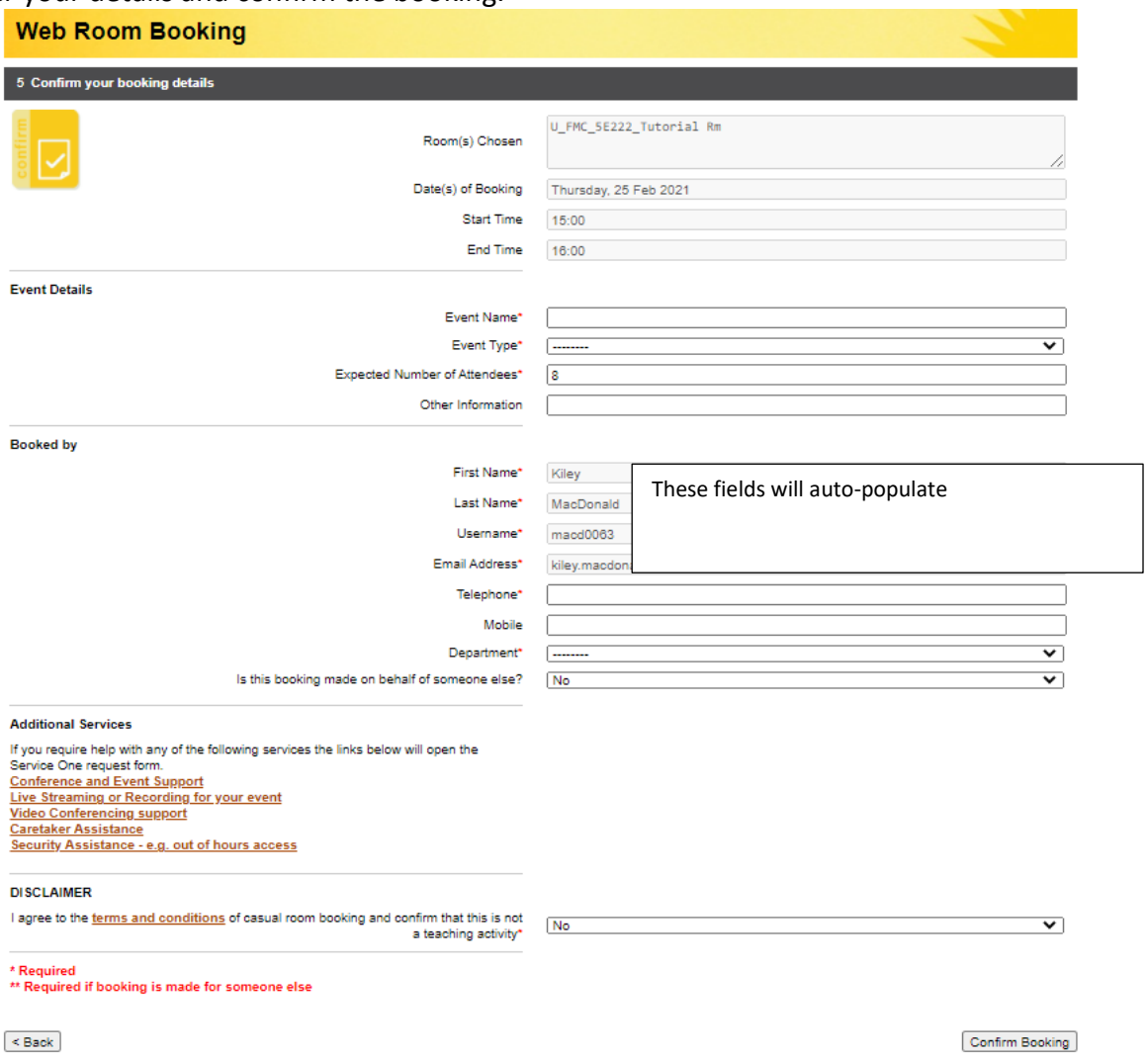


All available rooms will be shown. Select one (or up to four) and then hit Next.



*Please note that not all rooms available will be shown, only those that are close to your Minimum Capacity. For example, if you have chosen 8 as your capacity, then you will get the availability of tutorial and small rooms only. Lecture theatres won't be included in the options, even if they are available at your chosen time. If you are after a specific room, enter a capacity close to its maximum-number-allowed to ensure it is included in the list. Maximum room capacity is noted by the last digits in the Room Description, with the 'c' indicating it's been adjusted down, in line with current COVID-19 restrictions.

Enter your details and confirm the booking.



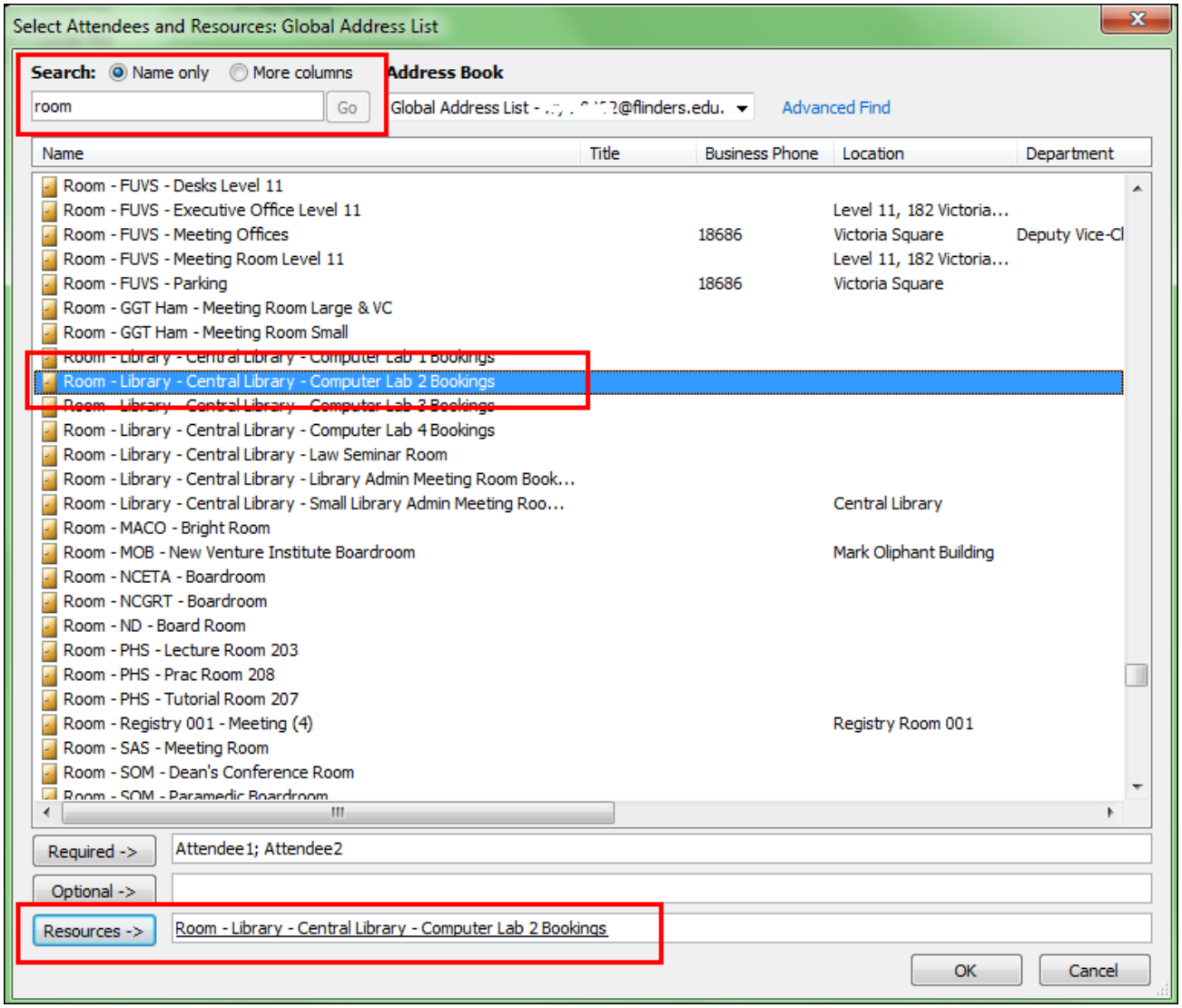
You will then receive a confirmation email from Flinders Room Bookings with a reference number.

3.2.2 How to book a room using Outlook calendar system

To book a room in Outlook you need to invite the room when scheduling a meeting.

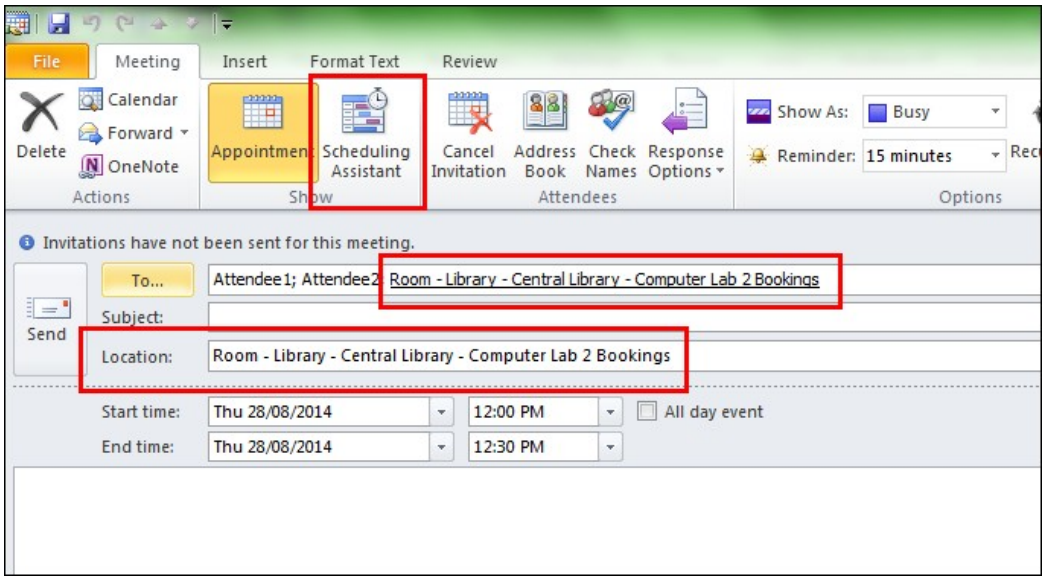
1. Rooms display in the Flinders Global Address List and are prefixed with '**Room**'.

   Hint: Enter 'room' in the Search field to quickly access the list of rooms.



2. To invite a room to the meeting, select the room and click on the **Resources** button.
3. Add other meeting attendees as required and click on the **OK** button.

4. The room defaults in the **To** and **Location** fields on the meeting request.



5. Click on the **Scheduling Assistant** button to check room (and other attendees) availability.
6. Complete the remainder of the meeting request as required and **Send**.

Some rooms have been setup to automatically accept or decline a booking, based on whether the room is free or busy. In these instances, if the room is free an email is automatically sent back to the meeting organiser accepting the invitation and booking the room. If the room is busy, you will get two messages from the calendar, telling you the room is unavailable and asking if you still want to progress. If you progress further and try to book a room that is not available, an email declining the invitation will be automatically sent to the organiser. It is not possible to book a room that has been booked by someone else.

Other rooms have a manual approval process. When you make a booking for these rooms you have a tentative booking in the system. No one else can book the room at the same time as a tentative booking. A designated staff member is sent an email and they subsequently accept or decline the booking, on behalf of the room, and notify the meeting organiser accordingly. As this is a manual process, there may be a delay between sending a meeting request and receiving the email notification, but for reassurance note that no one else can book at the same time as a tentative booking in the system.

4. Catering

It is up to you to organise catering First discuss the budget with Briony Forbes. The following is a guide to budgeting:

Event type	Budget
Networking morning tea/afternoon tea	$150-300/~ 50 people
Networking drinks and nibbles	$150-300/~ 50 people
Invited speaker lunch	$10-20/person

Be mindful of being COVID-19 safe
To check current requirements visit this website www.covid-19.sa.gov.au
For example, requirements might stipulate that food and beverages must have no shared utensils. If platters of food are used it is best to have one person distributing items with a utensil. Individually wrapped snacks avoid concern. One or two dedicated drinks pourers are recommended to avoid multiple handling of containers.

To generate a QR code for check in, create a COVID-Safe Plan for your event. https://www.covid-19.sa.gov.au/business-and-events/create-a-covid-safe-plan. This is completed online and is a straightforward record of your contact details, location of event, expected attendance etc. Once the COVID-Safe Plan is submitted a QR code will be emailed to you immediately.

Obtaining a liquor license
Please complete the liquor permit (https://staff.flinders.edu.au/content/dam/staff/governance/liquor-permit.pdf) and return to cmph.operations@flinders.edu.au. This will then be processed further by them.

Note: this takes some time so plan ahead!

Alcohol quantity guidelines are on the liquor permit form, but a good guideline for how much to purchase for a 50 people event is 4 bottles of sparkling wine, 1 bottle of red wine, 1 bottle of white wine, 6 bottles of full strength beer, 12 bottles of low alcohol beer. Water box and 3 bottles of sparkling water.

Alcohol on Campus policy:
https://www.flinders.edu.au/content/dam/documents/staff/policies/governance-risk/alcohol.pdf

If you have further questions please contact CMPH operations
cmph.operations@flinders.edu.au

Supplies
There is an urn, tea & coffee, napkins, plates etc for events in FMC in the staff lunch area on level 6 (6E 121). Contact CMPH.operations@flinders.edu.au for assistance if supplies are low, or to help with obtaining urn, cups, napkins, plates, utensils, sugar, etc in other locations.

Catering options include:

- Alere: alere@flinders.edu.au
- Theo's: ask at the counter. Cheap, but not the best quality.
- Taylor & Holmes (in FCIC): office@taylorandholmes.com.au. More expensive, but beautifully presented and delicious.
- Grind & Press: Can be ordered online https://www.grindandpress.com.au/online-ordering/ Sweets platter is just muffins, despite description.
- Market Place Café on level 4 FMC: Limited selection but very convenient for FMC events. Ph: 8204 4081 / adam.mignanelli@au.issworld.com
- Foodland Pasadena platters – ask at the deli counter. Economical option but requires a bit more organisation.
- Corporate Platters: excellent individually-wrapped menu for hot and cold food. Preferred supplier by OCME. info@corporateplatters.com.au

5. Expense reimbursement

Please contact Briony Forbes (or Rebecca Keough if Briony unavailable) prior to the event to confirm the budget and she will provide a cost code for expense reimbursement.

Items for events will need to be purchased and then reimbursement claimed, or purchased using a University issued credit card. Either way, you will need a cost centre and project code (xxx-xxxxx) and a valid tax invoice, which includes the suppliers ABN number. An EFPOS receipt without ABN is not sufficient.

If you intend to purchase a gift card, voucher or gift in any form, a specific form is required to be completed, approved and forwarded to accounts@flinders.edu.au prior to purchase. https://staff.flinders.edu.au/content/dam/staff/finance/request-for-gift-card.pdf

5.1 Staff claiming expense reimbursement

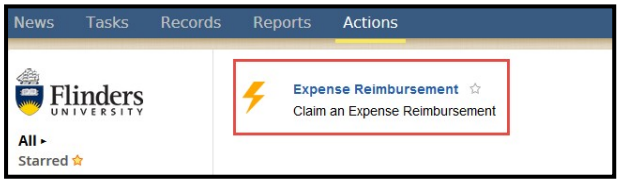
Overview
Employees can request reimbursement for expenses relating to university business purposes. FlindersPro is used to capture details of the expense/s and enable review by an employee's supervisor. Once a request is approved by a supervisor in FlindersPro, it will be automatically sent to the University's finance system. Approved reimbursements will be paid within 2 weeks, directly into the employee's bank account.

Positions Responsible
Employees can submit their own requests, or a staff member can initiate the request on behalf of another employee. In this case the employee will be prompted to review the request and submit it to their supervisor.
Supervisors will receive a task in FlindersPro to review an employee's request. Supervisors can approve a claim, reject a claim or request a modification.
Finance officers will continue to process claims after they are submitted in FlindersPro.

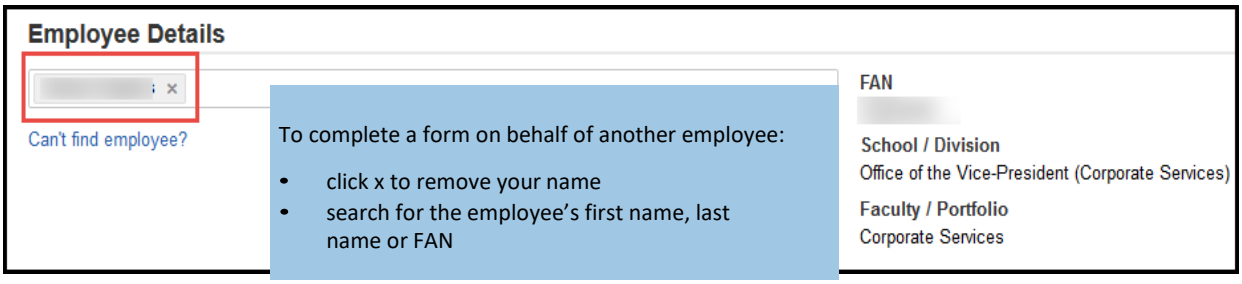
Workflow

System Steps

1. From FlindersPro, go to the 'Actions' tab and select 'Expense Reimbursement'.



2. Employee details will default to the person logged in to FlindersPro.



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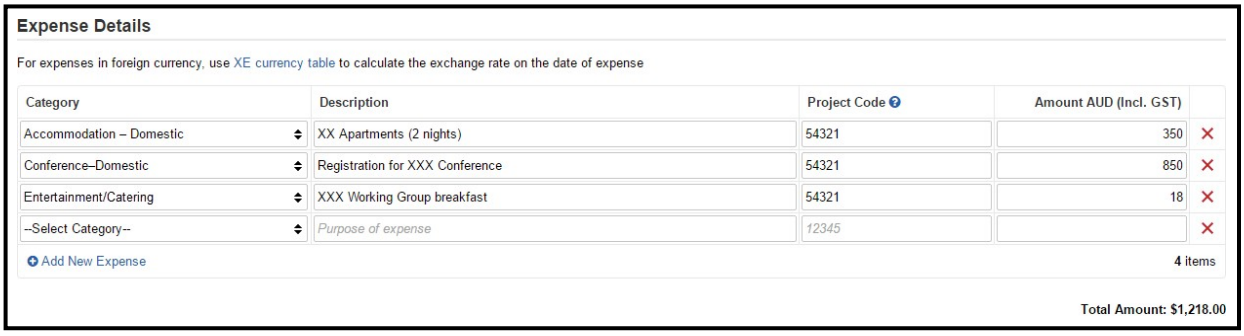
3. Enter the expense details.



   a. Choose a category, add a description for the expense and enter the relevant 5-digit project code. These details are used to make sure payment is made from the right account and meets tax requirements (e.g. Meal and entertainment tax guide). Check with your local finance office if you are unsure.
   b. Enter the amount in Australian currency (convert international currencies using the link to XE currency table).

4. Upload supporting documentation
   a. This may include clear, legible scans or photos of tax invoices or paper receipts (see guidelines for document scanning).
   b. Include approval documents for travel related expenses. Include a travel diary for all international travel and domestic travel where business is combined with private travel or travel is greater than 6 consecutive nights.

5. Check the declarations and submit the request for supervisor approval (requests submitted on behalf of another employee will be sent to the employee for verification first).
6. Supervisors will be alerted by email to review the expense reimbursement in FlindersPro.
7. Requests approved by supervisors are sent to the University's finance systems for review by finance staff. Successful claims will be paid directly to the employee's bank account.

5.2 Students claiming expense reimbursement

Students can claim reimbursement using the ‘’Student Expense Reimbursement Form ’’ located at https://staff.flinders.edu.au/workplace-support/finance/forms

Send the completed reimbursement form plus the tax invoice or receipt (showing suppliers ABN number) to CMPH Finance cmph.finance@flinders.edu.au. They will submit the form to invoices@flinders on your behalf.

6. FHMRI Seminars - 10 step checklist

1. **Book a venue. See Section 2, Booking a venue**
   For the seminar series venues are booked for the full year, at the beginning of the year, for Wednesday dates. If speaker cannot speak on a Wednesday cancel room booking and book for the correct day. See 'Room booked' column in master document 'List – FHMRI Med BioSci Seminar 2021' in Team 'Online seminar series'.

2. **Confirm speaker**
   Obtain talk title, institution, biography, photograph, confirm online, in person or both. Confirm Chairperson. Update master document in Team 'List – FHMRI Med BioSci Seminar 2021'. Highlight if not a Wednesday.

3. **Travel**
   If speaker is travelling, obtain written confirmation that any unforeseen travel costs incurred (particularly due to COVID-19 eg. Flight cancellation, quarantine requirements) are payable by Speaker, or their institute, not Flinders University.

   To organise flights and accommodation if speaker is travelling to Adelaide see Visiting speaker program on CMPH funding page
   https://staff.flinders.edu.au/colleges-and-services/cmph/funding
   If speakers can organise their own flights and accommodation it is much more efficient. We can reimburse them. They need to send all receipts that show ABN of supplier, but it is a simple process. Click here to access the form to complete and submit on their behalf. Reimbursement can include taxi fares and any reasonable food costs as well (if in the budget plan). Flights cannot be business class. Accommodation must be maximum $200 per night, with a maximum 2 night stay.

   The system for booking flights and accommodation on behalf of the speaker is protracted, but there may be times that is needed. Contact CMPH.operations@flinders.edu.au for more information about how to book flights and accommodation.

   Maximum budget of $1,200 per visiting speaker to cover all costs associated with visit eg. Domestic flights, taxi, accommodation, food.
   Update spreadsheet 'MBio seminar Budget' in Team.

4. **Collaborations**
   If speaker is travelling to Flinders, arrange other meetings to maximise the collaborative opportunities. For example, an HDR meeting, a meeting with relevant clinically based researchers. If having meetings before the seminar you can get lunch a little earlier and have it during the meeting. That way the speaker gets a chance to eat if they wish. Create schedule for the speakers visit to Flinders if appropriate, to share with all involved.

5. **Promoting the event**
   Use template flyers in the Team to develop and circulate two flyers; one for email

distribution (FHMRI Seminar Template – flyer) and a simplified one using the same information for electronic billboards (FHMRI Seminar Template – billboard). The simplified version removes the biography information which is hard to read and distracting on billboards. If a visiting speaker, clearly note their Institution.

File flyers in the Team site using the naming convention "FHMRI Seminar First name Last name_flyer" and "FHMRI Seminar First name Last name_billboard. You do not need to email the flyers to anyone. They will be accessed via the Team site for circulation and inclusion in newsletters etc.

Print some flyers and post everywhere there is a pin board that researchers may see eg. level 6 FMC corridor, outside tea room level 6 FMC, near market café, pinboards near lifts pinboard, near lecture theatres. Remove them after the seminar.

Utilise social media to promote the seminar, before and after. Include @flinders @FHMRI @speakersname #keywords #FHMRI

6. **Confirm catering requirements**
   Include dietary variety – gluten free, vegan (also okay for vegetarians, lactose and egg intolerant). Email info@corporateplatters.com.au, at least lunchtime the day before seminar (more notice is better). The invoice will be sent back to the person who ordered the food. Please forward to organising committee's nominated treasurer for payment.

7. **Recording**
   Confirm with speaker they agree to be recorded prior to seminar starting, and mention to participants at the start of the seminar that session will be recorded. Use the record button in Teams. The recorded file will be sent to the person who starts the recording, and when received, post on the seminar chat.

8. **Begin with an acknowledgement of country**
   Chairperson's own words, or below frequently used acknowledgements at Bedford Park. www.indigenous.gov.au/contact-us/welcome_acknowledgement-country

   We would like to acknowledge this land that we meet on today is on the traditional lands for the Kaurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

   We acknowledge that we are meeting on the traditional country of the Kaurna people of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

9. **Moderating the Q&As**
   Try to have the first question asked by an EMCA.

10. **Thank the speaker**
    Email after the event.