



Events – Guide for Hosts

The Women in Health and Safety (WIHS) network is proud to work in partnership with other organisations to provide events for its membership.

This document sets out a guide to hosting events in partnership with the network, what is expected from event hosts and what the network can provide.

The purpose of this document is to ensure a high quality and consistency across the events run both by and under the banner of the WIHS network.

Overarching purpose

The WIHS network will only support events, which fall into one of the following categories:

1. Events with a technical health and safety focus;
2. Events on topics which disproportionately impact on women;
3. Events that focus on skills based development; and
4. Mentoring events.

All events must have broad appeal to our membership base as determined by the WIHS events workstream.

Diversity and inclusion statement

Through our events with our partners, the WIHS network endeavours to foster a culture of inclusion, respect and representation for diversity and support equality of opportunity.

Hosting an online event

The WIHS network hosts online events on the following basis:

- All events are hosted on the WIHS Zoom platform and are run as a “meeting” rather than a webinar unless the number of attendees that sign up dictate the use of a webinar;
- WIHS provide the online technical support to set up and administer the event but nominated hosts and co-hosts will be responsible for the technical administration of the zoom event and be given the role of “host” once the event is set up;
- There is no limit on the number of attendees;
- Events should generally not exceed one hour;
- All events must fit into the availability of the WIHS Zoom platform and into the network events programme so the date of an event should be agreed with your WIHS network contact;
- All marketing material must display the WIHS network logo. This will also be reviewed to ensure that it does not have a commercial focus as we do not support events which are focussed to sell services or products;
- The title slide for all events must display the WIHS logo;
- All events will be recorded and made available to the WIHS membership after the event;
- Hosts will not have access to the data of those who sign up to attend the event; and
- Hosts should provide a short article after the event for this to be published by the WIHS network.

Hosting an in person event

The WIHS network hosts in person events on the following basis:

- Hosts are responsible for identifying and providing a suitable venue;
- Hosts should provide the meet and greet for those attending;
- Hosts bear the cost of refreshments for attendees; and
- Events generally last one hour with some time for networking before and after the event.

Event approval

As a first step we ask that our partners provide the following information so that the WIHS events workstream can consider whether the proposed event is consistent with the overarching purpose set out above: (1) A brief outline of your event; (2) the names and short backgrounds to potential speakers; and (3) suggested dates for the event.

The network may then provide feedback and ask for the event to be modified or refocused.

If your event is approved, we then ask that event hosts provide the following information in **one single email**:

- A short paragraph of text summarising the event to be displayed on the Zoom invitation (for online events);
- If in advance of the event: (1) you intend to provide any information or material to attendees and a copy of the same; and/or (2) whether you want to gather any information from attendees like questions for the speakers.
- A longer summary of your event to be included in general advertising (see below);
- The names and titles of your speakers;
- you should attach to the email: (1) any logos you wish to be included in the invitation to the event; (2) headshots of the speakers; and
- The names and contact details of the host and any co-hosts of the event, for the purposes of setting up the Zoom invitation.

We also ask that you provide the draft text for an email to be sent to attendees following the event if you wish to direct them to any resources or follow up on any points raised in the course of the event itself. Otherwise the network will send out a generic email seeking feedback and providing a link to the recording of the event to those who signed up.

Publicising your event

Any publicity of the event carried out by you must include the WIHS logo and this will be provided to you once your event is approved and a date agreed.

The WIHS network will publicise the event through the following means:

- The monthly WIHS newsletter;
- The [WIHS website](#);
- The WIHS LinkedIn group; and
- The Safety and Health Practitioner [website](#) and newsletter (subject to agreement and further information on the event may need to be provided)

The WIHS network will also issue a feedback form to attendees following the event and provide feedback to the event hosts.