

Guidelines for prospective event hosts



Thank you for your interest in hosting a future WIMARQ networking event. We hope that the information below provides some answers to your questions.

Please feel free to contact us if you require any further information or assistance. WIMARQ's committee and members value your support.

Who is WIMARQ and what are we about?

WIMARQ is a diverse community of passionate people collaborating to connect, nurture and support women to achieve their goals within the Queensland minerals and energy sector

We are a voluntary, not-for-profit group that coordinates networking events for people employed in or seeking employment in the minerals and energy sector in Queensland. Our goal is to conduct positive, relaxed and enjoyable functions that inspire our members and provide valuable professional development and networking opportunities.

We seek to include a diverse range of people such as lab technicians, scientists, administrative staff, geologists, metallurgists, engineers, operators, government staff, lawyers and human resources staff, amongst others. Women and men from all parts of the sector are warmly welcomed to attend for the opportunity to connect, collaborate and support each other and their networks..

These events provide a friendly and informal avenue for people to build their own networks, gain career advice, share strategies and success stories with others, and may lead to informal mentoring relationships. Should you decide to host an event, you will help in the retention and development of valued employees, particularly women, in the resources sector.

What types of events are held?

The most common style of function is an informal networking event, which enables people from a wide range of professional, trades and semi-skilled disciplines to attend. Our events normally attract between 50 and 120 attendees.

Functions often have a speaker. This is encouraged although not mandatory. We invite you to consider a theme and/or style that is relevant to the diverse audience. It is an opportunity to showcase your company's values/work/published research, which is directly relevant to the WIMARQ members, including diversity and inclusion, collaboration, mentoring, flexible working arrangements, wage parity etc.

Examples of previous event themes and speakers can be found at the website: http://www.womeninminingqueensland.com/02_cal/index.asp?varKeyword=Keyword&venueID=0&formatID=0&hostID=0&varPeriod=3&Submit=Search

We encourage you to review this material to assist with ensuring the event is relevant and appropriate.

What are the benefits to your organisation?

There are a range of benefits to hosting or supporting WIMARQ events such as:

- expand your networks to include valuable personnel involved in or looking at joining the industry
- raise the profile of your organisation within a diverse group of committed resources people
- indirectly increase the retention of staff in the industry and your company by providing networking and mentoring opportunities, inspirational success stories and case studies, as well as strategies for career management
- actively demonstrate support for diversity in the sector, and in your company, helping people to feel valued and supported in their roles
- provide a platform to raise and discuss how your company is tackling diversity and inclusion and profile case studies or success stories.

What needs to be organised by your company/organisation?

- Commitment to lock-in a particular date for an event, after which we will refer to your company as sponsor or supporter of the function via e-mail and on the WIMARQ website. WIMARQ will place the event on its on-line booking site and manage bookings. We will also promote the event through our database and social media.
- Engage a speaker where relevant (if required, we can help with selection of an appropriate speaker and topic, contacts or ideas).
- Discuss with WIMARQ an appropriate time and style of function
- Book a venue and pay all associated costs - deposit, venue hire, catering, entertainment and equipment hire costs etc. The venue can be at your office premises if you have a suitable space and there is easy access.
- Discuss with WIMARQ proposed event schedule
- Set up venue, PowerPoint/AV equipment, if required. WIMARQ will produce name tags and supply a full attendance list.
- Discuss and select speakers for the day. For example, your organisation may introduce fire/safety issues for the venue, WIMARQ may introduce the speaker, WIMARQ or your company may summarise key take home messages and thank the speaker, there may be a door prize to draw, or other requirements as agreed.

What costs are involved?

As we are a non-financial, voluntary, not-for-profit organisation, we request sponsors deal with all costs and associated venue, event and public liability insurances and event safety management directly.

This means that your organisation will make all arrangements for booking venues, committing to deposits, checking insurances and safety management issues and final payments. For clarity, we ask that you nominate someone from your organisation to liaise with the venue and make all necessary arrangements in your organisation's name.

What is the next step?

Once you have decided to commit to hosting a function, we request that you do so in writing (by e-mail to the WIMARQ Committee Chair).

We then ask to phone or meet with us in person at a mutually convenient time to discuss possible speakers, venue and event themes.

When the style of event is agreed, you can proceed with:

- Confirmation of venue bookings
- Confirmation of the number of people you wish to host with WIMARQ
- Event running sheet to be provided to WIMARQ
- All event details including speaker short bio and portrait photos to WIMARQ
- Catering arrangements
- Speaker bookings/confirmation if relevant
- Entertainer or theme bookings if relevant.

What is expected from your organisation?

WIMARQ understands that you may wish to use the opportunity of an event to raise the profile of your company or organisation.

WIMARQ requests that the event theme focus on a topic of general interest to the audience, discussed and approved by WIMARQ Chair. In agreeing to host a function, we do ask that you and your organisation abide by the following marketing and media requirements:

- Images, banners and billboards may depict types of work undertaken and company logos
- WIMARQ asks you not to directly present, promote or advertise positions, commercial products, profit-making services, commercial tenders or similar opportunities at a networking event
- However you may reference relevant topics aligned to your company's work, products, services or practices, if it is in context, and not directly associated with sales.
- Marketing materials may be discretely provided at an event in a manner that enables attendees to choose if they wish to read or take away such material
- Any media release or media statement that includes reference to WIMARQ must be checked, reviewed and edited as appropriate by WIMARQ prior to release.

Please contact the WIMARQ Committee Chair if you have any queries or require clarification on what is appropriate.

We ask that you agree to the following guidelines for employment of any speakers. When the speaker(s) is briefed prior to appointment to perform at any WIMARQ event or WIMARQ supported event, the speaker must be advised by your company/organisation that the following is unacceptable:-

- inappropriate language or dress
- derogatory references that could be perceived as harassment or discrimination
- any activity that could impact on the safety and wellbeing of those present.

We are aware that professional speakers typically understand such requirements, however confirming the above expectations will assist in matching the event and audience whilst upholding WIMARQ's and its members' integrity and reputation.

WIMARQ accepts no liability for the content of any material that does not conform to these guidelines which remains solely the responsibility of the speaker and/or company.

Privacy

We value our members' privacy and do not disclose any details of those who are registered on our confidential e-mail register.

We understand that your organisation and members of the WIMARQ committee will at times be privy to people's contact details and company positions in the organisation of events, and ask that these details be used solely for the purposes of event planning, safety management and production of name tags for the event. Details of attendees after each event should not be used or distributed for any other purpose.

Similarly, if people submit their business cards or details for the purposes of a door prize, we ask that these business cards not be used or distributed for any other purpose and be destroyed immediately after the event.

Thank You

Thank you for your understanding and support in continuing to ensure the success of this group, its members and benefits of a more diverse workforces to the industry. We look forward to working with you should you decide to host a WIMARQ event or support an initiative, such as our highly regarded mentoring program, which is run in association with the QRC and BHP Billiton.. Please do not hesitate to contact us with any queries.