

## IUGA Online Event Guidelines

IUGA has many different types of online events. These may include webinars, SIG sessions, Interactive Networking Sessions, and other virtual initiatives. To ensure that each event receives the proper promotion, attendance, support, and attention, we aim to have no more than 2 events per month.

### Planning Timeline

1. **8 weeks before the event**- Requester (Committee Chair, SIG Chair, or IAB member) sends in a formal request using the form below a minimum of 8 weeks prior to the desired online event date. The Board has one week to review and approve (or deny) the request. If neither the preferred date nor the alternative date is available, the IUGA Office will offer the requester the next available timeslot.
2. **7 weeks before the event**- Speakers and moderators are invited. For webinars, the invitations are sent by the IUGA Office. For other online events, the invitations will be sent by the requester. Speakers and moderators will have one week to send a headshot and bio (to help with the promotion of the webinar/session), and speaker release form. These items are essential to successful promotion and publishing of the event. If these items are not received on time, we reserve the right to find a replacement speaker or moderator.
3. **6 weeks before the event**- After having received all headshots, bios, and speaker release forms, the IUGA Office will begin work promoting the event. This will include, but not be limited to: Setting up a Zoom link, creating a registration page on the IUGA website and a listing on the IUGA Event Calendar, including the event on the IUGA homepage and in 2 or more mailings and 3 or more social media posts,
4. **2 weeks before the event**- Speakers must participate in a practice session and provide their pre-recorded presentation to the IUGA Office.
5. **2 days following the event**- If applicable, the recording of the event will be edited and published on the IUGA member page.

Please note that the non-compliance with the timelines outlined above may result in the replacement of designated speakers or the cancellation of the online event.

**Online Event Request Form**

Event Name:

Please do not exceed 100 characters

Event Date:

First Choice

Alternative

Time of Day (please use a specific time):

First Choice

Alternative

Topic:

Please highlight the topic from the following list:

- Pelvic Floor Anatomy & Physiology
- Pelvic Organ Prolapse
- Urinary Incontinence
- Pain Syndrome
- Lower Urinary Tract Symptoms
- Neuro-Urology
- Bowel Dysfunction
- Obstetrical Anal Sphincter Injury (OASIs)
- Female Sexual Function
- Pelvic Floor Muscle Dysfunction
- Fistulae & Urethral Diverticula
- Augmenting Surgical Materials
- Other

Speakers (please fill the table below for each person listed):

First Name	
Last Name	
Country	
Email Address	
Phone Number	

Moderators (please fill the table below for each person listed):

First Name	
Last Name	
Country	
Email Address	
Phone Number	

Please attach headshots and a short bio for every moderator and speaker.

Description (100-300 words)

Agenda (ie how long per speaker, how long for Q and A, etc):

**IUGA Online Event Guidelines**

- IUGA online events are 1-1.5 hours in length.
- IUGA online events consist of 2-3 speakers for a one-hour event or 4-5 speakers for a 1.5-hour event.
- Allow for a minimum of 20 minutes of live Q&A time.
- All presentations for a webinar are pre-recorded unless otherwise agreed upon by the IUGA Office.