Hosting with Heart: Guidelines for CCA Event Organisers

Welcome

The Climate Coaching Alliance is a global community of professionals dedicated to a sustainable, just world. Members share their insights through dialogues, coaching, webinars, and creative event formats. All events are free and open to members and non-members, strengthening collective learning, connection, and diverse perspectives.

CCA's event rhythm is guided by its Seasonal Heartbeats — four cycles aligned with the seasons that provide structure and inspiration: Connection Celebration (November–February), Community Festival (March–May), Collaboration Conversations (June–August), and Compassion (September–October). While many events naturally align with these themes, contributions are welcome at any time of year, in any language, and on topics related to environmental, social, or economic responsibility and justice. Events may focus on local or global issues, and CCA values a wide range of perspectives as long as sessions are not significantly used for solicitation or product promotion.

CCA is a community-owned ecosystem, and its events are shaped and led by its Communities and Pods. These Guidelines exist to help contributors bring their ideas to life — from early design and event registration to facilitating meaningful experiences that strengthen and inspire the wider CCA network.

Here is what's on offer in these guidelines…

Getting started - what you need to know as you start thinking about your event; Before your event and on the day - some things you may want to consider so your event runs smoothly. Presenting your event - creating a welcoming, simple, and inclusive space. After your event - take a moment to reflect and learn and Roles and Responsibilities - the roles of the facilitator and technical host, recording etc.

Getting Started

When, together with your event team (facilitator, technical host and presenter(s),) you have decided on the event or session you want to share, it's a simple process to register your event.

/Step 1: For <u>Seasonal Heartbeat events</u>, register your event on the spreadsheet.

Visit the <u>spreadsheet that provides you with an overview of the Seasonal Heartbeats events</u>. Once you have been granted access, select the tab for the Season that matches your event. You can check here to make sure your event doesn't overlap with another one and see what times or days are free. Add your event details to the list, keeping them in date order. Don't worry if you don't have everything ready yet — add what you can now, and you can always update it later.

Step 1a: For other events (not Seasonal Heartbeats) go directly to Step 2.

Step 2: Before posting your event, here are a few things to consider:

- Ideally the posting of the event on the CCA website is handled by a CCA member and the Zoom/Google Team registration by the technical host, which may or may not be a CCA member. Typically the presenter simply provides the information needed (bio, headshot, event details) but does not actually enter that info into the 'posting an event' form. Although not necessary, optimally these are different people and their roles are explained in further detail in the section on "Roles and Responsibilities" (see below).

- Think ahead on which platform you will use to host your event (Zoom, Google Meet, other?) and what information you will want to gather from your participants. This will guide how you will handle the registration of participants. We strongly recommend registration to allow for easy follow-up and avoid spammers or "zoom bombing" of your event.

- If using your own Zoom account, create a zoom registration link that will gather your participants' email addresses as well as any other information you want to gather. Typically we ask if a registrant is a CCA member and which country they reside in. If you are asking participants to prepare anything for the event, please provide all the information there. If you are using a google form, that info can be captured there as well. It's also advisable to add a 'waiting room' feature to your event in order that you have control over when people come in.
*(If you need help with setting up Zoom registration, **click here for detailed Zoom Support information**).*

Step 3: Post your event on the CCA website

Go to the <u>Events page on the CCA website</u> and read the information provided. Then select the <u>Post An Event</u> button and read through the <u>Terms & Conditions</u>. Review the form and the information that is requested. We recommend that you complete this information on a separate document before you fill in the online form. Then fill in the form and press submit to register your event.

- If you are limiting the number of participants or creating a waitlist, mention it in the event details.

- Add your Zoom link, Google Meet link, google form, email address, or website info in the **Registration** field for sign-ups.

- Check the graphic size limit (note: Minimum IMAGE size: 1000px x 500px. Maximum FILE size: 400kb). If you'd like a **Seasonal Heartbeats** banner, contact **events@climatecoachingalliance.org** after posting.

- Do consider recording your event as many sessions will fit in **the Hive**, our resources hub, to nourish the learning paths the CCA is creating.

After a short review, your event will appear on the Coming Events page (and Seasonal Heartbeats page, if tagged). Within 48 hours, please check the CCA Coming Events page to verify your event is as you want. If you need help, please **email us**.

<div align="center">Hurray! Your event is now online!</div>

Before your event and on the day

Once your event is posted, we want to make a noise and turn up the volume. The CCA Communications team will post your event on the CCA Social Media channels using hashtags (#climatecoaching #ClimateCoachingAlliance and any other relevant hashtags). We will also mention (@) those folks who are involved in the event. You can really help with this and use your own social media channels to widen outreach.

Your event should have a facilitator and a technical host. Their roles are to create that warm connected feeling that enables everyone to feel confident and accepted. The CCA Global Coordination Pod has created a GOOGLE slide deck to introduce the CCA. Just click on the provided link to request access. The purpose is to provide a really simple CCA branding and you are very welcome to use the whole deck or any slides.

<div align="center">Fantastic! You are set to go!</div>

Presenting at your event

Participants in CCA events come from diverse backgrounds and are at different stages of their journey of awakening, awareness, and engagement. Our aim is to meet people where they are — without judgment — creating space for exploration, reflection, and connection. Compassion, courage, curiosity, and love guide this approach.

With participants joining from across the globe, simplicity and accessibility are essential, especially for those whose first language may differ. These conversations invite all to engage safely, make sense of their experiences, and discover new pathways toward deeper connection and action. They foster shared understanding within a community of practitioners, navigating an uncertain future, grounded in humility and mutual learning.

<div align="center">Good luck with your event!</div>

After your event

Gathering feedback after your event is an important part of learning and growth. A simple follow-up email to those who registered or attended — asking what worked well, what didn't, and what they would have liked — can provide valuable insights. While not essential, understanding how participants experienced your session helps identify strengths and areas for improvement. This reflection benefits both you as a facilitator and the wider CCA community, enabling us all to design more effective, inclusive, and engaging events in the future. Even brief, thoughtful feedback can spark meaningful learning and continuous improvement for everyone involved.

<div align="center">Feedback fuels connection and growth!</div>

Roles and Responsibilities

Before the event takes place, it is strongly encouraged that the facilitator and technical host have a conversation with the presenter(s) on the following:

- Review these Guidelines so the presenter(s) are informed on the approach of a CCA event.
- The format and length of each part of their session including how they'd close the session (the 'run of show').
- Ask if the presenter(s) wants to run their own slide presentation or do they want the tech host to do this task.
- Discover how many breakout rooms, if any, the presenter(s) wants in their session. If breakout rooms are wanted, how many, at what time in the session and if there are any other considerations e.g., specific number of breakout rooms, number of participants in each breakout room.
- How would the presenter(s) like to make use of the chat facility?
- Confirm that the meeting will be recorded (or not).
- Decide on whether you will have the event automatically translated. If you want to know more click on translated captions at this link.
- Ask the presenter(s) if they'd like to provide a copy of their slide deck as a backup (note that the slide deck is only for backup reasons and will not be shared outside of their session).
- Confirm with the presenter(s) that the online meeting room will be open 15 minutes ahead of the start of the session. The session should be opened to participants 3 minutes before the session.

Although you may have gone over the format of your session prior to the day of the event, the facilitator, presenter(s) and technical host should join at least 15 minutes ahead of the start of the session to finalise any organisational or technical aspects of your event.

The facilitator will coordinate your event.

- This will be the first time you see the participants at your event and the first time they see and hear you. Some may have joined other CCA sessions, some may be members of CCA, some may be completely new to the day and to the CCA. Please take a moment to set up the inviting and inclusive tone of the conversation
- Introduce yourself and where you're based and invite your co-facilitator if you have one, to do the same "Who are we and why are we here?"
- Share your role as a facilitator and define the length of the session, as well as what will be involved.
- Ask people to turn on their camera and to mute themselves when they are not speaking to reduce background noise.
- Declare that unauthorised recordings are not permitted.
- Include a "presencing" exercise
- If used, the facilitator will share a couple of slides with basic information about the CCA to start and close the session.
- As you close the event, thank everyone for their contributions. Share the link to the CCA and encourage people to join if they haven't already (it's free). Remind participants that the CCA now accepts donations and share the Donate button. Encourage people to join other CCA events.

The technical host will manage all the technical aspects of your event.

- Open your event 15 minutes prior to its start
- Assign any other co-hosts as required.
- Arrange to put participants in break-out rooms in line with the presenter's need
- In consultation with the facilitator, manage the Q&A as well as the chat room as required.
- If it has been provided to you, have a copy of the presenter's slide deck on hand. Screenshare and run the slide deck if the presenter requests this.
- After the facilitator has announced that the event will be recorded, start the recording.
- Pause the recording when break out rooms start and continue recording when break out rooms close.
- Save the recording (if done) and the chat of the session and share with our team at the Hive at Hive@climatecoachingallaince.org who will create the link to the recording on the CCA website if that was advertised at time of registration.

We hope these guidelines are useful to you in organising and hosting your event. If you have any questions or would like support, please don't hesitate to contact us at
events@climatecoachingalliance.org