

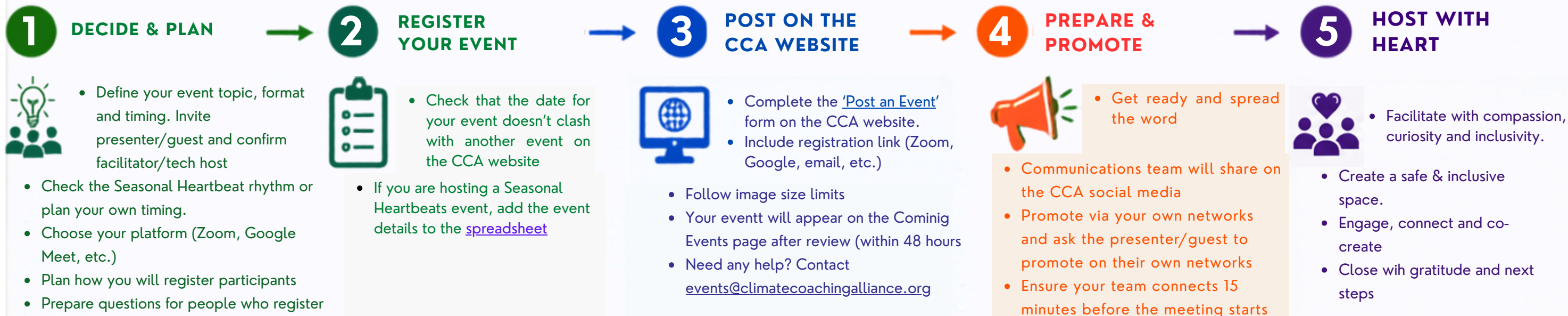
Hosting with Heart

Guidelines for CCA Event Organisers



CCA events are free, inclusive and open to all - strengthening connection and action for a more just and sustainable world

FROM IDEA TO IMPACT – THE STEPS TO YOUR SUCCESSFUL CCA EVENT



OTHER EVENTS

Go directly to Step 3

KEY PRIORITY: PROTECT YOUR EVENT

- ✓ Make registration mandatory with questions
- ✓ Review registrants and look for unusual emails or behaviour
- ✓ Remove or deny suspicious registrants
- ✓ Ask everyone to turn on camera or type in the chat
- ✓ Remove anyone who does not comply and whom you do not already know

ON THE DAY: EVENT FLOW

- 15 mins before start:** Open the meeting room and welcome early arrivals
- 3 mins before start:** Open the session to participants
- At the start:** Welcome, introductions, set the tone, share agenda and guidelines
- During the event:** Engage, facilitate discussions, manage Q&A and chat.
- At the close:** Thank everyone, share next steps and invite people to join future CCA events. Point out how to donate to the CCA

AFTER YOUR EVENT

- ✓ Send a follow-up email to registrants/participants.
- ✓ Ask what worked well, what didn't and what they'd like more of
- ✓ Use feedback to improve and inspire future events
- ✓ Share the recording (if any) with the [Hive team](#) (for website)

RECORD YOUR EVENT

With consent, recordings may be shared on the CCA Hive - our resources hub - to nourish learning paths and reach more people

KEY ROLES: WORKING TOGETHER FOR A GREAT EXPERIENCE

FACILITATOR - CREATES THE EXPERIENCE

- Welcomes participants, introduce the presenter/guest in an inclusive tone. Consider including a grounding moment
- Guide the session flow, discussion and time
- Share CCA info and close with gratitude
- Ensure a safe space and manage participation

TECHNICAL HOST - MANAGES THE TECHNOLOGY

- Open meeting 15 mins early and manage registrations
- Manage breakout room, Q&A, chat and slides
- Start/stop recording and save the session
- Share recording and chat with the Hive team

QUICK BEST PRACTICES

- Keep it simple, clear and inclusive
- Use plain language and be mindful of time zones
- Encourage participation and diverse perspectives
- Lead with compassion, curiosity, courage and love

