

Guidelines for organization of MWIA webinars and MWIA workshops

MWIA encourages its membership (National Associations must be current with their dues and in good standing for the last two years), as well as their committees, working groups and taskforces to organize online webinars and workshops. Themes of webinars or workshops that MWIA organizes or co-hosts need to fall within the main priorities of MWIA such as violence, leadership, sex and gender sensitive medicine, gender equity and empowerment and work life balance.



Please note, if events are organized as part of regional meetings, the organizers must liaise with the VP of their region; in all other cases, events must be in line with these guidelines and agenda/speakers list must sent directly to the MWIA Secretary General (secretariat@mwia.net).

It is generally strongly recommended to **limit the duration of events to 90 mins** and to have no more than 3-4 speakers to allow sufficient time for discussion and to facilitate a dialogue.

1. Prior to inviting speakers and advertising

- Organizers must **submit a draft agenda and list of proposed speakers** to the MWIA secretariat for input by a template.

Link to template: <https://forms.gle/2fkLtet2C22f8J5n8>

- **After feedback and approval from the MWIA executive**, speakers can be invited and flyers designed and publicized
- **MWIA will also advertise the event** in all their social media channels.

2. Prior to the event

- **Registration:** to comply with data protection: attendees must be asked at registration whether they agree that the event will be recorded and their picture may be used in social media reports after the event.
- **Speakers must send their presentation and ONE PowerPoint slide with their CV using the pptx-template to the organizers at least 1 day in advance;** presentations and CV will be shown by the organizers and not by the speakers to avoid technical glitches.

3. During the event

- **Moderators need to ensure that speakers do not speak longer than the allocated time**
- Introduction of speakers should be **no longer than 2 minutes each** and by showing one PowerPoint slide with key details

MWIA is looking forward to your event proposals!