

Core Program & Events

Executive Series (including Member Connect Lunches)		Alumni Series	Future Leaders Series	Founders Series
DATE	TASKS			
9 months prior to Series start	<p>Confirm Schedule of Events, venue, dates & arrangements for next Series. Including:</p> <ul style="list-style-type: none"> ➤ Room Layout: <ul style="list-style-type: none"> - Knowledge Workshops (roundtables of approximately 6-8 per table, staging) - Mentoring Sessions (20 individual tables, plus a roundtable for up to 13) - Connect Event (standing, 4 cocktail tables, staging) - Alumni Series (2 separate rooms, each holding up to 25 in boardroom table format) - Future Leaders Series (boardroom table, holding up to 20) - Founders Series (boardroom table holding up to 20) - Member Connect Lunches (can be in same room as Mentoring (roundtable for up to 13)) ➤ Catering: <ul style="list-style-type: none"> - Workshops, Mentoring, Founders, Alumni & Future Leaders (tea, coffee & water) - Connect Event (selection of hot & cold canapes, wine, beer, soft drinks, OJ, water) - Member Connect Lunches (sandwich platter, tea, coffee & water) ➤ AV & Related Equipment: <ul style="list-style-type: none"> - Knowledge Workshops: (laptop, projector, projector screen, lectern, microphone, staging) - Mentoring (nil) - Connect Event (lectern, microphone, staging) - Alumni Series - Future Leaders Series (whiteboard) - Founders Series (whiteboard) - Member Connect Lunches (nil) - Secure videographer ➤ Preliminary Schedule of Events for next Series: <ul style="list-style-type: none"> - Allocation of Knowledge Workshop presenters - Allocation of Industry Partner & Industry Expert & Insight Addresses - Allocation of Future Leaders workshop presenters - Finalise Dates - Noting inter-link between all events and activities ➤ Confirm venues & dates for (<i>related to Executive Series – see separate checklists</i>): <ul style="list-style-type: none"> - 1x Executive Series Graduation Dinner or Cocktail Party (immediately following final Connect Event) for Executive Members & Future Leaders - 1x Final Dinner for Founders Series - 2 x Industry Experts Lunches - 1 x Industry Partners Lunch ➤ Place orders for: <ul style="list-style-type: none"> - Black leather compendiums - Clear plastic A5 “pouches” - IML interactive devices 			
9 months prior to Future Leaders Sports Transition Start	<ul style="list-style-type: none"> ➤ Secure Series Facilitator and confirm their participation via email 			
9 months prior to Founder Series Start	<ul style="list-style-type: none"> ➤ Secure Series Facilitator and confirm their participation via email 			
8 weeks prior to Alumni Series start	<ul style="list-style-type: none"> ➤ Book group lunches with Alumni Members for between 5 & 7 weeks prior to first Alumni Series event. Each meeting needs to be with the <u>key</u> Alumni Member participant. 			
5 weeks prior to Executive Series start	<ul style="list-style-type: none"> ➤ Book individual or group orientation meetings with each new Executive Member for between 2 & 4 weeks prior to Series start. Each meeting needs to include <u>all</u> likely participants throughout the Series. <i>NOTE: when conducting each Orientation meeting, the following is required (per participant):</i> <ul style="list-style-type: none"> • Schedule of Events; <ul style="list-style-type: none"> ➤ Overview (logo) sheet; ➤ Psychological Profile; ➤ Black Leather compendium. ➤ Finalise Master Mentoring Matrix for the Series ahead; ➤ Finalise Schedule of Events, including allocation of Members Briefs for new Executive Members; 			



	<ul style="list-style-type: none"> ➤ Finalise Matrix of attendance of Members Connect Lunches (including related Industry Experts); ➤ Finalise Matrix for Executive Member “1-minute” briefs; ➤ Advise Videographer of Knowledge Workshop dates for entire Series. 	
5 weeks prior to Future Leaders Sports Transition	<ul style="list-style-type: none"> ➤ Series Start ➤ Book individual or group orientation meetings with each new Future Leader for between 2 & 4 weeks prior to Series start. Each meeting needs be with the <u>key</u> Future Leader participant. 	
5 weeks prior to Founders Series start	<ul style="list-style-type: none"> ➤ Book individual or group orientation meetings with each new Founders Series participant for between 2 & 4 weeks prior to Series start. Each meeting needs be with the <u>key</u> Founders Series participant. Where appropriate, this meeting may be conducted by the facilitator of the Series. 	
4 weeks prior Exec. Series Estimated Time: 30 mins - 1 hour including printing packs	<ul style="list-style-type: none"> ➤ <u>Monday</u>: Organise meetings with upcoming presenters. Meet between 2 & 3 weeks prior to event: <ul style="list-style-type: none"> - Knowledge Workshops – (see LED Knowledge Workshop template (Document Management Centre)) - Keynote Addresses – <u>see Partners Insight Address, Experts Insight Address, Members Insight Address, Executive Members Insight Address, Mentoring Insight Address (Document Management Centre)</u> - Members Briefs (Document Management Centre) - Special Guests (<i>where applicable</i>) <p>NOTE: when meeting with each person above:</p> <ul style="list-style-type: none"> ○ Bring copy of annual schedule of events; ○ Bring copy of Overview (logo) sheet to outline who will be in audience; ○ Bring 1-page briefing document for their activity (Knowledge Workshops, Keynote Addresses /Insights, Member Briefs, etc.); ○ Bring relevant notes/audience feedback points that will assist with their preparation; ○ Request Knowledge Workshop PowerPoint slides be received 1 week prior to event; ○ Request 1 sentence introduction from them to use during the event. <ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send invitations to Member Connect Lunch (where applicable) <ul style="list-style-type: none"> ○ Selected Executive Members (see lunch matrix) ○ Selected Industry Expert (<i>note their requirements on day</i>) ○ RSVP to be due the Friday 3 weeks prior to event ➤ Advise Videographer of date and details for upcoming Knowledge Workshop sessions. ➤ Send details of Connect Event to Advisory Board host so they can confirm attendance is still ok. Advise them that agenda and list of introductions will be forwarded closer to event. ➤ Confirm up to 2 people to be interviewed as part of the Insights Interview series. Typically select one or two of the Keynote Address speakers as first preference as they will already be required at the venue on the day. If they are an Industry Expert, they will be required to have an additional attendee to cover their Mentoring Session whilst having their interview. 	
4 weeks prior Alumni Series	<ul style="list-style-type: none"> ➤ Send invitation to Alumni. RSVP to be due the Friday 2 weeks prior to event; ➤ Send details of the Alumni Session to the required Industry Experts. Ensure they secure an appropriate 2nd attendee to also attend on the day to conduct their Executive Series 1-on-1 mentoring. 	
4 weeks prior Future Leaders Sports Transition	<ul style="list-style-type: none"> ➤ Book meetings with upcoming Industry Expert presenters. Meet between 2 & 3 weeks prior to event. ➤ Request that any handouts are provided 1 week prior to event to allow time for printing/collating 	
3 weeks prior Exec. Series	<ul style="list-style-type: none"> ➤ Finalise Mentoring Schedule for that month and upload to Leaders Resource Centre. ➤ <u>Tuesday</u>: Send invites to any Member Connect Lunch invitees yet to respond (where applicable). Note that RSVP required by Friday of that week 	
3 weeks prior Alumni Series	<ul style="list-style-type: none"> ➤ Send reminder invites to Alumni who are yet to RSVP; ➤ Follow up with required Industry Experts to ensure are fine for session and understanding of details. 	
2 weeks prior Exec. Series Estimated Time: 1 hour to create events & send invitations	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send invitations to Executive Series event. RSVP date for all to be the Friday prior to event. <ul style="list-style-type: none"> - Executive Members – details of full day from 2.00pm to 6.30pm. Include Mentoring Schedule link. <u>(Core Events Email 1- Executive Leaders Invitation)</u> - Member Connect Lunch – 12.30pm to 6.30pm. <u>(Core Events Email 2 - Member Connect Lunch Invitation)</u> - Industry Experts – details of day from 4.00pm to 6.30pm. Include Mentoring Schedule link. <u>(Core Events Email 3 - Industry Experts Invitation)</u> - Industry Partners, Network Partners & Advisory Board – details of Connect Event only. <u>(Core Events Email 4 - Industry Partners & Advisory Board Invitation)</u> ➤ Phone Member Connect Lunch attending Industry Expert to provide further background and details on their requirements for the session (<i>where applicable</i>). 	
2 weeks prior Future Leaders Sports Transition FL Alumni	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send invitations to Future Leaders event. RSVP date to be the Friday prior to event. <u>(Core Events Email 5 – Future Leaders Invitation)</u> ➤ <u>Tuesday</u>: Send invitations to Future Leaders Alumni for Connect Event. RSVP date to be the Friday prior to event. (To be included on the same month as the Future Leaders Event) 	
2 weeks prior Founders	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send invitations to Founders event. RSVP date to be the Friday prior to event <u>(Core Events Email 6 – Founders Invitation)</u> 	
1 week prior Exec. Series	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send reminder invitations to those who have yet to RSVP; 	



	<ul style="list-style-type: none"> ➤ <u>Wednesday</u>: Phone Member Workshop 1 minute brief presenters to discuss requirements, follow-up with email. ➤ <u>Thursday</u>: Phone attendees who has not RSVP'd by today ➤ <u>Friday</u>: Ensure you have received PowerPoint presentations from presenters. 	
1 weeks prior Future Leaders Sports Transition FL Alumni	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send reminder invitation to those yet to RSVP ➤ <u>Tuesday</u>: Brief Future Leader Keynote (does not apply to Sports Transition) ➤ <u>Thursday</u>: Phone any attendees still to RSVP ➤ <u>Friday</u>: Ensure that you have received any handouts from Expert Presenters 	
1 weeks prior Founders	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Send reminder invitation to those yet to RSVP ➤ <u>Thursday</u>: Phone any attendees still to RSVP 	
3 days prior Exec. Series Estimated Time: 30 minutes	<ul style="list-style-type: none"> ➤ Send agenda and list of introductions to the Advisory Board host for the Connect Event. ➤ Confirm attendee numbers, room layout requirements and any other relevant information with venue: <ul style="list-style-type: none"> - Member Connect Lunch (<i>where applicable</i>) - Knowledge Workshop - Mentoring Sessions - Connect Event ➤ Convert interactive Knowledge Workshop presentation slides for use with audience response devices. ➤ Print & collate Knowledge Workshop handouts (1 copy per person pre-hole punched, stapled & placed in a clear plastic A4 letter-file): <ul style="list-style-type: none"> - Copy of all presentation slides (3 slides pp, double sided, b&w); - Any agreed presenter handouts (b&w, double-sided); - 1-page Industry Expert overview for each presenter (colour); - Mentoring schedule for that month (colour); - Run sheet/agenda for that month (colour). - Feedback form (b&w, on blue paper, not hole punched, not stapled) (<i>to be left on table separately</i>). ➤ In addition, print a further 15 copies of the Mentoring Schedule in colour for the Industry Experts when arriving at the Mentoring Session itself (not hole punched) 	
3 days prior Alumni Series	<ul style="list-style-type: none"> ➤ Send introductions and list of attendees to Alumni Forum hosts; ➤ Confirm attendee numbers and room layout requirements with venue; ➤ Print Feedback forms (b&w, on blue paper) 	
3 days prior Future Leaders Sports Transition	<ul style="list-style-type: none"> ➤ Send introductions and list of attendees to Facilitator ➤ Confirm attendee numbers and room layout requirements with venue; ➤ Print Feedback forms (b&w on blue paper) 	
3 days prior Founders	<ul style="list-style-type: none"> ➤ Send list of attendees to Facilitator ➤ Confirm attendee numbers and room layout requirements with venue; ➤ Print Feedback forms (b&w on blue paper) 	
1 day prior (Exec. Series) Estimated Time: 30 mins to 1 hour	<ul style="list-style-type: none"> ➤ Send confirmation email to all confirmed attendees noting details again for their reference: <ul style="list-style-type: none"> - Member Connect Lunch attendees – 12.30pm to 6.30pm (<i>where applicable</i>) - Remaining Executive Members – details of full day from 2.00pm to 6.30pm. - Industry Experts – details of day from 4.00pm to 6.30pm. - Industry Partners, Network Partners & Advisory Board – details of Connect Event only. ➤ Send reminder to confirmed Insight Interview participants of their required time and location. ➤ Print name tags: <ul style="list-style-type: none"> - Executive Members (white paper) - Industry Experts, Industry Partners, Advisory Board & Queensland Leaders (blue paper) - Name Tags should be grouped and packaged according to arrival time on the day: <ul style="list-style-type: none"> • Member Connect Lunch – 12.30pm • Queensland Leaders & presenting Industry Experts – 2.00pm • Remaining Industry Experts for Mentoring Session – 4.00pm • Industry Partners & Advisory Board – 5.00pm • NOTE: Remaining Executive Member name tags & all required audience response devices should be enclosed in the relevant Executive Member company “pouch”. ➤ Prepare IT: <ul style="list-style-type: none"> - Load all presentations onto laptop (including “welcome” loop) - Projector, projector power cable and AV cable between laptop and projector; - Laptop and laptop power cable; - A USB flash drive with copy of all presentations as a backup; - Laser pointer, its receiver and spare batteries; - Ensure interactive audience response devices have been packed in Executive Member company “pouches” and that the receiver has also been packed in the IT bag. ➤ Print a copy of all contact details for attendees, special guests and Advisory Board. 	
1 day prior Future Leaders	<ul style="list-style-type: none"> ➤ Send confirmation email to all confirmed attendees, noting details again for their reference; ➤ Print name tags (colour on pink paper) 	



Sports Transition	<ul style="list-style-type: none"> ➤ Send reminder to Industry Expert presenters to confirm arrival time/time of presentation ➤ Print copy of all contact details for attendees/presenters/facilitator 	
1 day prior Founders	<ul style="list-style-type: none"> ➤ Send confirmation email to confirmed attendees, noting details again for their reference; ➤ Print name tags (green paper) ➤ Print copy of all contact details for attendees/facilitator 	
Day of event Exec. Series	<ul style="list-style-type: none"> ➤ Arrive at Venue by 12.00pm to set up. In your possession: <ul style="list-style-type: none"> - Printed packs & feedback forms for Executive Members, along with “pouches” containing their name tags & interactive question response devices; - Spare set of mentoring schedules for Industry Experts and Copy of Master Mentor Matrix for last minute cancellations; - All other name tags; - 5 fold-up banners; - IT – as outlined in the “1-day prior” section; - Camera (fully charged); - Bell; - Printed contacts sheet including details of each attendee, special guest and Advisory Board; - Any other handouts as applicable. ➤ Timing presentations/speakers <ul style="list-style-type: none"> - Knowledge Workshops: provide 10, 5 and 2 minute remaining hand signals - Mentoring sessions: ring the bell to provide 5 minutes remaining and end of session notifications. - Connect Event: provide 1 minute and end of time notification using the bell. ➤ Monitor the commencement of each mentoring session to ensure that each Executive Member is sitting with an Expert, and to ensure all Experts have arrived. ➤ Once mentoring sessions have commenced, pack up the IT to prepare the room for the Connect Event. Ensure that all presentations are saved to ensure that the Interactive Response Data is captured. ➤ At the end of the Mentoring Sessions, obtain feedback forms from all Executive Members. 	
Day of event Alumni Series	<ul style="list-style-type: none"> ➤ In addition to Executive Series items above: <ul style="list-style-type: none"> - Name tags for Alumni Session; - Alumni Forum feedback forms. 	
Day of Event Future Leaders Sports Transition	<ul style="list-style-type: none"> ➤ In addition to Executive Series items above: <ul style="list-style-type: none"> - Name tags for Future Leaders - Future Leaders feedback forms - Any handouts 	
Day of Founders	<ul style="list-style-type: none"> ➤ In addition to Executive Series items above: <ul style="list-style-type: none"> - Name tags for Founders - Founders feedback forms 	
1 day after Exec. Series Estimated Time: 4-5 hours	<ul style="list-style-type: none"> ➤ Collate summary of feedback responses from Knowledge Workshop and email the presenters with a copy of results. Add additional comments to cover email (what worked well, improvements, etc); ➤ Send personal thank you email to Industry Partner Keynote Addresses. (Core Events Email 7 – Industry Partner Thank You). Note that the media partner will be in touch to coordinate a 1-on-1 interview with them. Also include media partners contact details. ➤ Send media partners contact details for any Industry Partner Keynote Addresses, noting they are expecting his contact to coordinate a 1-on-1 interview. (Core Events Email 8 - Industry Partner Keynote Address Contact Details) ➤ Send Editorial/Advertorial article outlines to remaining keynote address presenters (Industry Experts and Members) with a due date of the Friday 2 weeks following the event. (Core Events Email 9 – Invitation to Submit Editorial) ➤ Send Videographer a copy of all presentation slides and title slides for Knowledge Workshop videos and Insight Interviews. Final videos are due by the Wednesday following the event. ➤ Compile interactive questions, graph and load onto Resource Centre (see in Technology Management Centre). 	
1 day after Alumni Series	<ul style="list-style-type: none"> ➤ Collate summary of feedback responses from Alumni Forum and email to Alumni Hosts; ➤ Send personal email of thanks to each Industry Expert participant in the Alumni Forum. 	
1 day after Future Leaders Sports Transition	<ul style="list-style-type: none"> ➤ Collate summary of feedback responses from Future Leaders Series and email to Industry Expert presenters. 	
1 day after Founders	<ul style="list-style-type: none"> ➤ Collate summary of feedback responses from Founders and evaluate topic suggestions for next event. 	
1 week after Exec. Series Estimated Time: 2 hours	<ul style="list-style-type: none"> ➤ <u>Wednesday</u>: ensure all video content has been finalized and uploaded to Leaders Resource Centre (see Technology Management Centre). Estimated Time: 2 to 3 hours (depending on internet speeds) ➤ <u>Thursday</u>: send Insight Newsletter to entire network, linking to content from last week's event. ➤ <u>Friday</u>: follow up with media partner to ensure has been in touch with Industry Partner Keynote Address presenter/s to organise an interview. 	
2 weeks after Exec. Series	<ul style="list-style-type: none"> ➤ <u>Tuesday</u>: Follow up with Experts and Members speakers who have not submitted their editorial/advertorial article. Remind is due by Friday of 2 weeks after event. 	