# THE EVENT PROCESS

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| Plan event ideas with committee | → Make initial enquiries with speakers/host organisation | → Check proposed date and details with CIEEM | → Complete events submission form with relevant information |

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| CIEEM will keep committee updated with booking numbers | ← CIEEM will promote via e-news, social media and direct emails | ← CIEEM advertises the event on website | ← Email completed form to MemberNetworks @cieem.net |

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| Conduct a risk assessment ahead of the event (in-person only) | → CIEEM will send relevant joining instructions to registered attendees | → Event takes place | → CIEEM will send follow up email to attendees |

Committee may wish to write about the event for In Practice