

AD HOC ONLINE EVENT ORGANISATION PROCEDURE

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DOCUMENT HISTORY

| Version | Author | Approved by | Date |
|---------|----------------------------|-------------|------|
| 1.0 | Academic Compliance Office | DVC | |
| 2.0 | Academic Compliance Office | DVC | |
| | | | |

1. PURPOSE

This process has been developed to support British University Vietnam (BUV)'s Learning Resource Centre (LRC) to ensure that appropriate technical and digital materials are available for event upon request of related departments, helping them to achieve successful events.

2. SCOPE

This process is applied for all ad hoc virtual events that are approved to be organised online on the virtual learning environment of BUV.

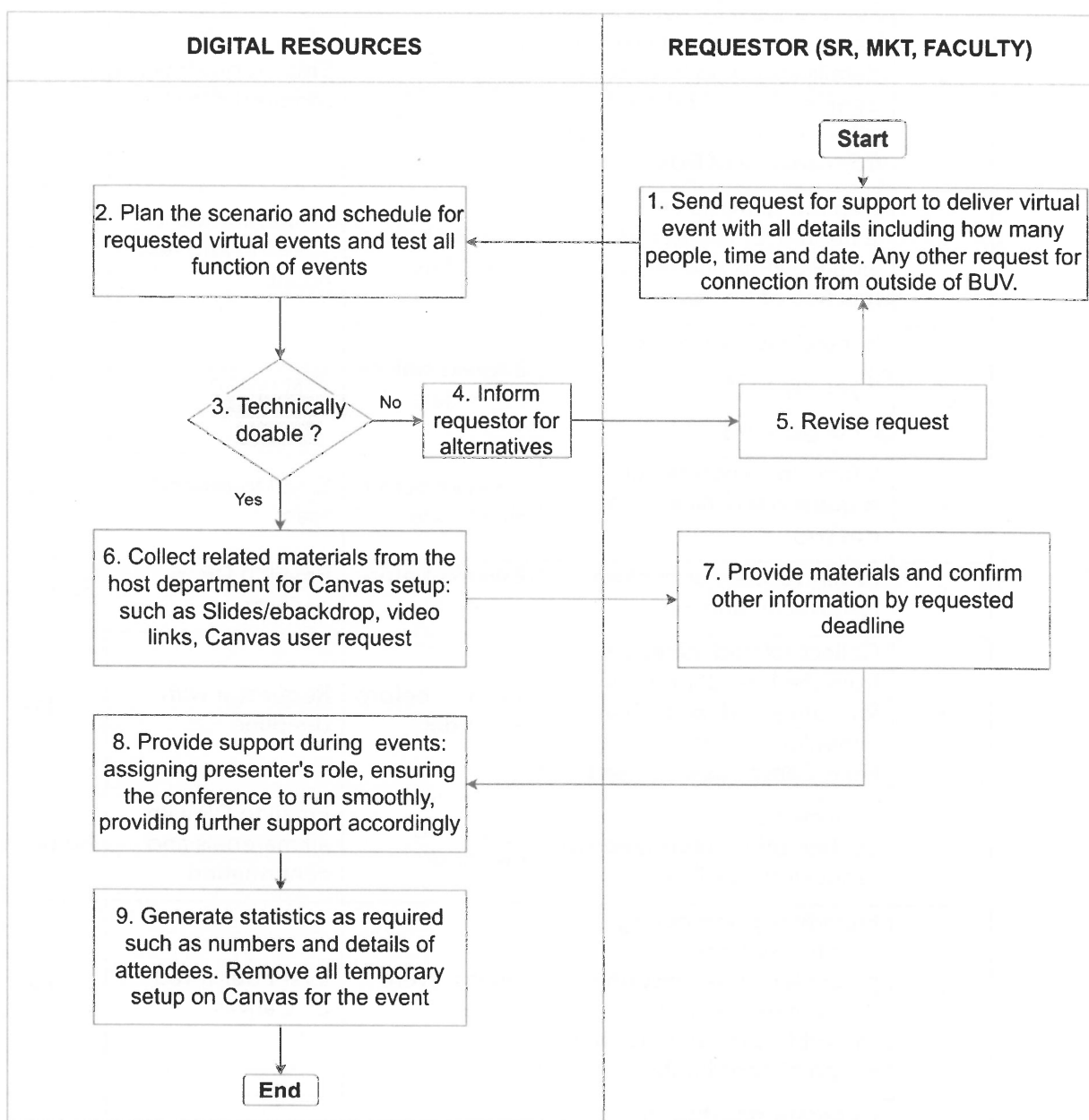
3. DEFINITIONS

a. Abbreviations

| Abbreviations | Definitions |
|---------------|----------------------------|
| BUV | British University Vietnam |
| DR | Digital Resources |

4. PROCESS

a. Flowchart

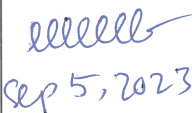




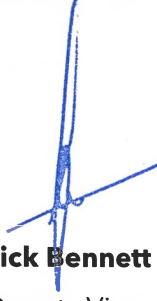


b. Roles & responsibilities

| Step | Process Activities | Deadline | Output | PIC |
|------|---|--|---|-----------|
| 1 | Send request for support to deliver virtual event with all details including how many people, time and date. Any other request for connection from outside of BUUV. | At least 3 weeks before the event date | Email request with required detail | Requestor |
| 2 | Plan the scenario and schedule for requested virtual events and test all function of events | 2 weeks before event date | Prepared event scenario and test result | DR |
| 3 | Is it technically doable? If yes, go to [6] If no, go to [4] | 2 weeks before event date | Test report | DR |
| 4 | Inform requestor which request is technically not doable | 2 weeks before event date | Email to related team | DR |
| 5 | Revise request or confirm removal of function | 2 weeks before event date | Email to DR to confirm | Requestor |
| 6 | Collect related materials from the host department for Canvas setup: such as Slides/e-backdrop, video links, Canvas user request | 1 weeks before event date | Requestor with deadline | DR |
| 7 | Provide materials and confirm other information by requested deadline | By agreed deadline | Email to DR with all materials and confirmation | Requestor |
| 8 | Provide support during events: assigning presenter's role, ensuring the conference to run smoothly, providing further support accordingly | On the event date | Event delivered on Canvas | DR |
| 9 | Generate statistics as required such as numbers and details of attendees. Remove all temporary setup on Canvas for the event | 1 week after event | Report on event | DR |

5. APPROVALS

- a. Policy development or review will be endorsed by University Registrar and approved by DVC prior to implementation and execution.
- b. Any exceptions to this policy shall be submitted in writing, using the exception template for appropriate approval.
- c. This document is approved and effective from the date of signing:

| Prepared by | Checked by | Checked by | Checked by | Confirmed by | Approved by |
|--|---|--|---|--|--|
|  Sep 5, 2023 Hoang Linh Chi Senior Officer, Academic Compliance Office |  5 Sep 2023 Vu Thuy Chau Associate Manager, Learning Resource |  9 Sep 23 An Nhat Linh Manager, Student Academic Support |  14/9/23 Tran Duc Trung Deputy University Registrar |  12/9/23 Tony Summers University Registrar |  Rick Bennett Deputy Vice- Chancellor and Vice-President |

6. RECORDS

| Records (What) | Medium (How) | Responsibility (Who) | Retention Period (Active) (When) |
|-------------------|-----------------|-------------------------|-------------------------------------|
| | | | |
| | | | |

7. REFERENCES

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006/2023/LRC/BUV-SAS

Document Title
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