*<*Title of Event>

<Format>

<Date of Event>

<Timeline of Event>

**Background:**

Give some background on why you’re having this event and who it is geared towards.

**Example AC Engage**

The first AC Engage took place in February 2021 to bring the Algonquin College community together at a time in the calendar year where there was a gap in engagement. Touching on themes of connection, inspiration and knowledge sharing, this event is an extension of AC Vision. An opportunity to revisit the year’s goals highlighted at AC Vision and reconnect with employees.

**Purpose:** What is your goal in having this event and why attendees will benefit?

**Example AC Engage**

Events have the power to influence, engage, and inspire. The value of engaging events can be measured in employee retention, workplace morale, and the continued growth of the AC brand and culture. Employee events can have multiple purposes. For Algonquin College, they bring people together, share knowledge, and encourage workplace fun. AC Engage creates a shared experience among our community in the winter semester. A time to refresh and motivate.

**Format:**

Virtual - Share what platform you will be using and how it will engage attendees.

**Example:**

The event will include a series of dynamic, diverse, and inclusive Webinar sessions via Zoom:

* Keynote speaker (Inspire)
* Fireside Chats (Connection)
* AC Narratives (Celebrate)

**Invitations:**

Who is invited to this event?

**Example:**

All employees and learners

**Coverage of event:**

Where is your event being posted and who will be promoting it?

**Example:**

Identify a member of the Comms team to:

* Post on social leading up to and on event day
* Take screen shot photos on event day
* Article in myAC

**Agenda:**

Add your event agenda

**Example**:

2:15 pm Event support logs onto webinar

2:25 pm Record webinar, turn on live transcription

2:28 pm Broadcast webinar

2:30 pm Host - Welcome, housekeeping, and introduction

2:35 pm Guest Speaker presentation

3:10 pm Q&A

3:25 pm Wrap up

3:30 pm End webinar