# *Publication Note*

This concept note was endorsed by the EORE Advisory Group on 16 June 2021.

To **register** for the EORE Hour series, use this link:

### https://bit.ly/EOREhour

If you are interested in **volunteering to host** a webinar, please read the concept note in full. You can then indicate your interest in hosting by completing the "EORE Hour" Webinar Host Sign-Up form at:

### https://bit.ly/EOREHour_signup

# EORE AG
# Explosive Ordnance Risk Education
## Advisory Group

## "EORE Hour" Concept Note

### Background

As part of its 2021 Work Plan, the EORE Advisory Group (AG) agreed to launch a regular webinar webinar series to allow explosive ordnance risk education (EORE) practitioners to meet each other and to share good practices, innovations and lessons learned. This webinar series is an opportunity to foster underline informal and underline technical dialogue on EORE, to reach a global audience and to offer space for learning and exchange.

### Format

The EORE Hour will be held on the last Wednesday of every month for which a host has volunteered, from 14:00-15:00 (or longer if needed). Months without a volunteer may be skipped. While maintaining flexibility for different durations and formats according to host preference, generally it will be structured in two parts:

#### 1. Webinar (usually 45 minutes)

The first part of EORE hour will be hosted by an EORE AG member or non-member on a voluntary basis. The host determines the topic, format and language(s) of the webinar. Some potential topics and formats are included below as examples, but the sky is the limit as long as the topic is relevant for EORE practitioners (it does not need to be EORE-focused). The webinar will be recorded and later made available on the [EORE AG webpage](#).

**Example Formats**

- Presentation of a recent project or paper, followed by a Q&A
- Presentations by multiple speakers on a similar topic (panel)
- Interactive format (e.g. Ask Me Anything, breakout discussions, show and tell…)
- Etc.

*EORE for refugees & returnees, EORE for persons with disabilities, Digital EORE, IED risk education, Remote EORE, Holistic approaches, Core messaging, EORE data sources, Impact assessment, Behaviour change, Integration with other sectors, Beneficiary definitions, etc.*

**Example Topics**

#### 2. Networking Circle (usually 15 minutes)

The final 15 minutes will be reserved for networking. This part will not be recorded and the participants will be free to decide whether they wish to stay for it. Those who do will be split into breakout rooms with 3-5 people where they can discuss EORE-related topics and build connections. The host may choose to provide guiding questions so that participants can have engaging discussions. The format of the Networking Circle may be experimented with to create variety and learn what works best.

# EORE AG

## Webinar Host

| | Before the event | How far in advance? |
|---|---|---|
| ☐ | Sign up to host using the online sign-up sheet<br>*The topic should already be specified at this stage* | *6 weeks* |
| | Provide Secretariat with webinar title, short description, photo & host's logo for the flyer | *4 weeks* |
| ☐ | Decide format; line up speakers (if desired) | *Host discretion* |
| ☐ | Organise interpretation (if desired) | *Host discretion* |
| ☐ | Prepare briefing or speaking notes (if desired) | *Host discretion* |
| ☐ | Disseminate the event on social media | *Host discretion* |
| ☐ | Organise a rehearsal (if desired) | *Host discretion* |
| ☐ | Participate in a logistical call with the Secretariat | *2 weeks* |
| ☐ | Provide the Secretariat with at least one related question for the Networking Circle | *48 hours* |
| | **Before the event** | |
| ☐ | Be online at least 30 minutes before the event start | |
| ☐ | Facilitate the webinar (including any moderation & screen sharing) | |
| ☐ | Provide live social media coverage (optional) | |
| | **After the event** | |
| ☐ | Provide Secretariat with any documents or presentations used in the webinar that have permission to be shared | |
| ☐ | Write up a brief, blog, summary, video, etc. on key points or takeaways to share afterwards (optional but highly recommended) | |
| ☐ | Share webinar recording & summary on social media (optional) | |

## EORE AG Secretariat

| | Before the event | How far in advance? |
|---|---|---|
| ☐ | Maintain the online sign-up sheet | *Ongoing* |
| ☐ | Provide platform & manage platform logistics (including participant registration) | *Ongoing* |
| ☐ | Create a flyer template for all EORE Hour events | *Ongoing* |
| ☐ | Confirm date & topic with hosts | *6 weeks* |
| ☐ | Produce flyer & share with hosts | *4 weeks* |
| ☐ | Share flyer & link with iMREWG and registered participants; add event to EORE calendar | *3 weeks* |
| ☐ | Organise a logistical call with the host | *2 weeks* |
| ☐ | Participate in rehearsal (if desired & invited) | *Host discretion* |
| | **Before the event** | |
| ☐ | Be online at least 30 minutes before the event start | |
| ☐ | Manage the platform logistics (waiting room, muting/unmuting, breakout rooms, settings, troubleshooting, etc) | |
| ☐ | Facilitate the Networking Circle | |
| | **After the event** | |
| ☐ | Upload webinar recording to EORE AG Youtube account | |
| ☐ | Maintain accompanying resources as provided by the host | |
| ☐ | Share link to webinar recording with iMREWG and registered participants | |

**Notes:** In principle, the only costs of the webinar will be in-kind staff time, but should the host wish to add anything extra with financial implications (e.g. interpretation) it will be their responsibility to finance it. The AG may not be able to provide the same level of support for events without English interpretation. In those cases, responsibilities may need to be reallocated.