



# Communicating about your next session or event

This page summarises what we as convenors can do to ensure the info is put out there to promote our Circle.

A number of people in the GSV community need regular updates on the program of your Discussion Circle. These people include the Events coordinator, the Ancestor team, the Website editors, the Social Media team, the Blog team, the e-News editor and the Education team.

As soon as possible gather the following information about your next event:

- A title for your next session/event
- The date of the session/event
- A blurb about your session/event
  - A one sentence summary
  - A longer summary, anything from a few sentences to a few paragraphs.
- Note whether it is a Zoom, face-to-face or hybrid session/event
- If a Zoom session/event, the name(s) of the meeting co-ordinator and the host
- If relevant, the location of the session/event
- If relevant, the name(s) of any presenter(s) and a blurb about them
- If available, include an image to be used in advertising material
- If your session/event is different to its usual form add:
  - Whether non-members may attend (free or at what charge)
  - If there is a cost for members
  - Specific location information
- Contact information for enquiries

If you have not already filled in your annual *Event Request Form* on the Convenors tab or if your forthcoming event is a one-off or a special then you need to do so as early as possible, available as the top item on the Convenors/Useful Tool button on the GSV web page:

<https://www.gsv.org.au/event-request-form#no-back>

The following is a list of who and when to contact. Not all items will be used for each of your sessions/events, but here is the list and contacts.

1. **Event Registration**: to ensure the right information goes on the activities lists on the GSV web page and to get your Zoom link you need to fill in the same form as above <https://www.gsv.org.au/event-request-form#no-back> . Currently Stuart Minetti organises this and if you have questions please contact him on [gsveventsupport@gsv.org.au](mailto:gsveventsupport@gsv.org.au) . This is the same form mentioned on the page about making an event. Stuart then automatically communicates the basic facts of your event to all the others below.
2. **Ancestor** The *Ancestor* team is keen to have a consistent format for the various groups listed – in the March 2026 issue it is p.37. The format is meeting time, a 10-12 word paragraph and the contact details. The Coordinator of convenors keeps them up to date with regular changes to the schedule. They will contact you if they want to give a Circle more extensive coverage (e.g. p.36 of March). All material is to be sent to [ancestor@gsv.org.au](mailto:ancestor@gsv.org.au)
3. **Web page**: it is your responsibility to contact the web page editor (Meg), [gsvlib@gsv.org.au](mailto:gsvlib@gsv.org.au) when you need something changed on your section of the Discussion Circles info on the

What's On tab on the GSV website. She's very obliging, but please try to give her good notice.

4. **YouTube and social media:** Family History with GSV - If someone tells a great story or breaks down a brick wall through something that has happened in your circle, Trena would love to hear about it. See our last video of a great discovery <https://www.youtube.com/@GSVFamilyHistory> . You could also contact Trena if you want to highlight your circle on the channel. [libraryadmin@gsv.org.au](mailto:libraryadmin@gsv.org.au) or if she is unavailable to [gsv@gsv.org.au](mailto:gsv@gsv.org.au) and Linda will forward it as required.

If you wish to have your material or event promoted on the GSV's other social media please talk to the social media team [socialmedia@gsv.org.au](mailto:socialmedia@gsv.org.au)

Facebook	<a href="https://www.facebook.com/gsv.org.au/">https://www.facebook.com/gsv.org.au/</a>
Instagram	<a href="https://www.instagram.com/familyhistorywithgsv/">https://www.instagram.com/familyhistorywithgsv/</a>
Linked-In	<a href="https://au.linkedin.com/company/genealogysocietyofvictoria">https://au.linkedin.com/company/genealogysocietyofvictoria</a>
flickr	<a href="https://flickr.com/photos/gsofv/">https://flickr.com/photos/gsofv/</a>

5. **GSV Blog** – A blog is helpful if you have a guest speaker, or a presentation that would be of interest to a wider GSV audience, also if you plan to open up to non-members. If you are presenting as part of a festival, e.g. Tartan, Seniors, etc we'd love to post about it. As we need to schedule blogs at appropriate intervals, two or three weeks' notice is helpful and it's even better if you write what you want or send bullet points. Jackie will send a copy to you for checking before posting. Contact the blog writer, currently Jackie van Bergen on [jackievanbergen00@gmail.com](mailto:jackievanbergen00@gmail.com) or if she is unavailable to [gsv@gsv.org.au](mailto:gsv@gsv.org.au) and Linda will forward it as required. To receive a blog you can tick the appropriate boxes in the GSV Members Page or go to <https://www.gsv.org.au/welcome-to-the-gsv-blog>
6. **GSV e-news:** to have details of the topic for your next session/event or other info please ensure you email it no later than the 25<sup>th</sup> of the previous month ready for its publication around the 1<sup>st</sup> day of the new month. Send to [clairejohnson251@gmail.com](mailto:clairejohnson251@gmail.com) or if she is unavailable to [gsv@gsv.org.au](mailto:gsv@gsv.org.au) and Linda will forward it as required. \*\*\*
7. **Education Team** Contact [education@gsv.org.au](mailto:education@gsv.org.au) (currently David Down) with details of your session/event only if it is out of normal sequence or if you are changing your normal sequence.
8. **The noticeboard posts** you yourselves send out. See separate page on Noticeboards.