Engaging and working with Young People presenting on panels and at events.

# Initial Considerations

## What is the key theme of the event

* What is your central subject
* What key themes are being presented across the event
* What are your restrictions
* What outcomes/info do you want to come from the panel

## Remuneration and Safety

* Sharing lived experience is valuable and can come at a cost, especially for young people or non-professionals in a particular area
  + Speakers, Facilitators and Panelists **should be paid** for their participation. For the example in this document young people were paid $300 (excl. travel costs) for their participation in the event.
  + Organisations can pay young people who do not have an ABN, however they will need to complete a [Statement By Supplier Form](https://www.ato.gov.au/api/public/content/0a46cffad58b4b4ab08df3c3db563e42_Statement_by_a_supplier.pdf) as well as an invoice - details for this are in the example worksheet. An invoice template is at the end of this document. If your panelist is unable to create their own invoice, you can do this for them, just add "RECIPIENT-CREATED" in front of the words "TAX INVOICE" on the template, or use the template in [this link](https://www.ato.gov.au/api/public/content/60eca9cc-d634-4d62-8297-6852233aa7cb_f3b7bc3a_d97f_481d_ade4_464e7d6df32e_pdf) instead. They will still need to complete the Statement by Supplier form.
* Consider how your event and its speakers are promoted and the associated risks.
  + If the event is LGBTIQA+ or TGD specific promoting widely, especially on social media, could make your speakers, and your event, a target.
  + For youth panels it is not recommended that your panelists are named/promoted prior to the event, however they may want their social media handle promoted at the event to attendees, which can be included on a PowerPoint slide displayed during the panel.

## Scoping Panelists

### Time available

1. For panels less than 1hr, engage 3 panelists and Facilitator
2. For panels 1hr or more engage 4 panelists and facilitator

### Panel Demographics – ensuring diverse voices and experiences

1. What are your key demographics

This is to be shared across panelists with diverse representation within a group (i.e.: for TGD events aim for trans femme, trans masc., non-binary across the panel, could also be geographic)

1. What are your key intersections

what key intersections are you trying to represent across the panel (intersex, cultural, first nations, faith)

1. Age of panelists

To minimise risk, try to engage panelists over 18 where appropriate and available. For challenging/triggering subjects (ie: sex and consent, violence) aim to engage panelists who are also young professionals in the field, or who have experience sharing their story.

## Pre-screening

Before confirming a panelist, have a private conversation to learn more about them, their experience, supports, challenges and triggers even if you are already working with them. The aim is to learn more about their lived experience, their boundaries and what they want to share about the key themes. Additionally, it’s important that you identify any significant risks to the individual or your organisation through their participation in the event (ie: significant mental health needs concerns that aren’t well managed and supported, if something goes wrong will that put the individual or your org at risk?)

## Send panelists the information, agreement and consent sheet

Adapt the worksheet at the end of this document for your event. Send to all panelists and ask them to complete the “to-do’s” (return signed form, send bio, send invoices and SBS form). Most things that will need to be updated have been highlighted for you.

## Preparation Session (ONLINE)

Following pre-screening conversations compile a deidentified list of trigger/sensitive subjects, and any key ideas and themes each participant wants to cover in the panel.

The preparation session is an opportunity

* for participants to get to know each other and their experience better,
* to practice speaking about the topic in a safe way (practice run!)
* for you to finalize what questions you will ask, in what order and to whom.

## Audience Questions

In the interests of both safety and time ask audience members to submit their questions to the panel through a quick form. This does two things

1. Prevents an audience member for taking up half the question time with a statement
2. Protects panelists and audience members by allowing you to screen and adapt questions around known sensitive topics

## Things to make

QR Code print outs linking to the question form to put around the event space.

PowerPoint slides

1. If there is a break prior to the panel, create a slide with the panel title and QR code to the question form.
2. A slide with the names, pronouns and bio of all panelists to display throughout the panel. If panelists want to include their social media handle, this is where to do it.

## Debrief session (ONLINE, Optional)

Aim to have this catch up online in the days following the event. You want to leave enough time so that the excitement has faded a little, but it’s still fresh in their minds.

If anyone is unable to make it to this session, reach out to them individually to check in after the event.

Pre-screening Interview

Name:

Pronouns:

Contact Phone:

Contact Email:

Location:

Explain what the event is and what their expected contribution/participation is, and how they will be compensated.

Are you available for the day/time of the event:

Are you available for a preparation session the week before the event:

## Demographic Questions

“do you identify as/with” or “do you have lived experience of” the following subjects. If they answer yes to any question ask if they can tell you more about it, then clarify if this is something they’re comfortable talking about, or if discussions around the subject can impact their mental health. Ask how their experience relates to the key themes of the event/panel.

Gender Identity:

Sexuality:

Age:

Do you have any known triggers or subjects you’d prefer not to discuss:

Assigned Gender At Birth:

Intersex Status:

Aboriginal/Indigenous:

Culturally or Linguistically Diverse:

Faith:

Disability:

Homelessness:

Family of Origin based Violence:

Intimate Partner Violence:

Sexual Assault:

## Care and Experience

Work/Occupation/Study:

Subjects of Interest:

Experience with presenting/speaking in public:

Experience with the key themes:

What do you think young people want/need in regards to the event/panel themes:

What mental health supports do you have in place:

Do you have any mental health concerns or diagnoses I should be aware of:

What self-care strategies do you have in place:

Dietary needs:

Access needs:

Transportation:

Preparation Session

1. Welcome and Acknowledgement of Country
2. Ask participants to introduce themselves, their pronouns and what they’re most excited about for the upcoming event/panel.
3. Explain that you’ve had an initial conversation with all participants and outline any known triggering subjects to the group and ask to steer conversation and responses across engagement for this event away from those triggers.
4. Key theme/Subject (example questions, please add/change as req)
   1. What is going well in the space?
   2. What do youth workers need to know?
   3. What are the barriers
   4. How do we give workers confidence
5. Ask the group if they have any boundaries w/ young people and sharing lived experiences at this event?
6. At the end of the session remind participants
   1. to complete any unfinished paperwork
   2. what time they’re expected to arrive and where to meet
   3. about the debrief session after the event

Debrief Session

1. Welcome, Acknowledgement of Country and thank you
2. How are you feeling today?
3. How do you feel the panel went? What was good, what wasn’t great, what could be improved
4. What about the event as a whole? What was good, what wasn’t great, what could be improved
5. What do you want to see in this space in the future?
6. Last thoughts?
7. Thank panellists again, remind them where to access support and to reach out at any time.

EVENT TITLE – Event Byline presented by YOUR ORGANISATION AND SOME OTHERS

Information, Agreement and Consent for Panellists.

# About the Event

<PROMO BLURB>

**Date:**EVENT DATE

**Event Time:** START - FINISH

**Format:** In person event, held in location

**Location:** address

For more info on the location and transport options see here  
**Cost:** free, registration required

**Registration:** register for the workshop here

Please see attached draft run sheet for info on other sessions, presenters, and running times.

**Key topics:**

* LIST KEY TOPICS AND THEMES FOR THE EVENT. IN THIS EXAMPLE:
* How to teach quality sex education for LGBTIQA+ young people (SHV)
* New sex and consent resources for TGD young people and their partners (ZBGC)
* Sex & consent from an intersex lens (IHRA)
* How to respond to a LGBTIQA+ young person after they disclose a sexual assault experience (CASA)
* Dealing with backlash and resistance (Body Safety Australia)

# Participation Requirements for Panelists:

## Preparation session

Prior to the event panelists are required to attend a preparation session online. This session is planned for:

**Monday 25th November, 4:30 – 5:30pm.**

If you are unable to attend the preparation session please contact YOUR NAME to arrange an alternative time to catch up independently.

Prior to the session please consider the key topics of the wider event (above) and make some notes on the following:

* + Are there any topics that may cause any psychological harm to you while participating in the panel discussion or that you’d not like to speak to if they come up during questions?
  + What are your key messages for Youth Sector Workers?
  + What you’d like to contribute to the panel discussion
  + What do young LGBTIQA+ people need and how can youth workers support them? (practical skills and tips)
  + What are the challenges and barriers for LGBTIQA+ young people in this area?
  + Examples of good and bad practice you’ve observed.

These are not the questions being asked during the panel itself but will inform what these questions will be. We will decide the questions together during the preparation session. The panel itself is only 45 minutes, so please be concise with your responses and communicate your priorities during the preparation session to ensure they’re included. You’ll likely have less than 10 minutes speaking time total across the panel session.

We will discuss in this session whether or not we will allow for questions from the audience and ask each of you if there are any particular topics that you would not be comfortable talking about or that are likely to harm your wellbeing to minimise any risk for your own wellbeing.

All panellists are experts in the field and have both lived experience and professional experience working with young people around sex and consent with an LGBTIQA+ lens and focus. The focus demographic is young people, and the work is being presented to professionals in the youth sector so please keep this consideration in mind throughout your participation.

## Event Day

Please arrive at the venue by 12:45pm

Pre-session catch up at 1:15 – 1:30 in breakout space

The panel session is scheduled for 1:45 pm.

You are not required to attend the full event, however you have been registered for the event and are encouraged to attend.

Immediately following the panel session there will be a short debrief and wellbeing check for all panel members at the venue.

## Debrief (optional)

A formal debrief session is planned online for Tuesday 3rd December, 4:30 – 5:30pm.

This session will be an opportunity to provide feedback on the panel and event broadly, and check in on everyone’s wellbeing after the event.

# Remuneration

You will be paid $300 for your contribution as a panellist for this event including participation in preparation and debrief sessions.

Please email an invoice addressed to:

YOUR ORGANISATION

Attn: YOUR NAME

If you would like a template to create your invoice, please contact YOUR NAME who can provide one. If you do not have an ABN please also complete the ATO [Statement by Supplier Form](https://www.ato.gov.au/api/public/content/0a46cffad58b4b4ab08df3c3db563e42_Statement_by_a_supplier.pdf). Please tick "made in the course or furtherance of an activity done as a private recreational pursuit or hobby" and sign the declaration. Send the completed form to YOUR NAME with your invoice.

# Risk and Safety

This event will cover topics that may be triggering to you.

Please check in with yourself prior to the preparation session and ask yourself:

1. Do you currently have the capacity and emotional resilience to participate in this panel knowing that you’ll be exposed to these topics and conversations?
2. What supports and self-care strategies do I have in place to support my wellbeing before, during and after the event?

Working in this space can be challenging and it’s important to check in with yourself and be open and honest with the event organisers and facilitator around your limits, boundaries, triggers and needs.

If you are triggered at any point, please inform the facilitator or one of the event organisers. This may mean you need to pull out of this event at short notice. This is okay, however please let the event organisers know as soon as possible.

When participating in events such as this you may be asked to share your own lived experience. Be aware that there are impacts and repercussions to doing this. You may wish to answer a question in a different way, depersonalize it, answer globally or search for the question under the question asked. When sharing stories about young people you’ve worked with, please ensure that they are deidentified to protect their privacy and confidentiality.

For more information please see YACVic’s [Sharing your lived experience as a worker](https://www.yacvic.org.au/yerp/lived-experience-youth-work/sharing-lived-experience-at-work/) resource, or PsychHub’s [Guide for Sharing Lived Experience](https://9063283.fs1.hubspotusercontent-na1.net/hubfs/9063283/Content/Guides/Guide%20for%20Sharing%20Lived%20Experience.pdf)

# Photographic / Audio / Image Recording and Use

Photographs/ footage/ audio of you and your voice will be taken during this event and used for the purpose of promotion for and advocacy by **ZBGC** and **Rainbow Network** and/or its health and support programs and services.

This material may be used in the public domain including online, within the **ZBGC** or **Rainbow Network** website, in **ZBGC** or **Rainbow Network** social media, in reports, newsletters, brochures, and other promotional material.

No personal information, such as my name, will be used unless express consent is given.

Please sign the image consent portion of this agreement on the last page. Your consent can be withdrawn at any time by writing to ZBGC at contact@zbgc.org.au

# To-Do

## Bio

Please provide a short bio of 2 sentences and no more than 80 words to YOUR NAME via email as soon as possible.

## Dietary Requirements

Please advise of any dietary requirements to YOUR NAME as soon as possible

## Registrations

You do not need to register for this event as a ticket has been reserved for you. It will be emailed to you once your Bio and Dietary Requirements have been received.

## Accessibility Supports

Please contact YOUR NAME if you need supports to participate or assist your participation in this event.

# Terms of Engagement

1. At all times presenters will be respectful to ZBGC and partner organisation staff and other presenters and audience members.
2. You have the right to complain, all complaints will be managed by the ZBGC board via [starlady@zbgc.org.au](mailto:starlady@zbgc.org.au). We encourage you to give feedback and raise issues directly with YOUR NAME, if appropriate, to assist us in improving our services.
3. Please respect the confidentiality of ZBGC staff members and other presenters in the development and delivery of this event.
4. The content of this event may be quite personal and triggering for presenters and participants. Your health and wellbeing should be your first priority.
5. If you have any known triggers, please have a discussion with YOUR NAME prior to the preparation session to minimise any impact on your health and wellbeing.
6. You may withdraw from this event at any stage. If you are triggered by any of the content we are discussing please contact a service from the list below.
7. In the event of inappropriate or disrespectful behaviour the organisers will first speak with you directly about the incident and discuss next steps.
8. Failure to comply with the terms and expectations outlined in this document may result in non-payment and/or organisers withdrawing their invitation for you to participate in this event.

# Supports Available

If you find any of the content of the interviews distressing, from either talking about your own experiences or hearing accounts of others, please contact the following LGBTIQA+ specialist services. The services below specialise in family and intimate partner violence.

LGBTIQA+ Online and Phone Peer Support, Information, and Referral Services

* QLife via Switchboard (3pm-Midnight peer support and referral)
  + Telephone support: 1800 184 527 and Webchat through website
  + <https://www.qlife.org.au/>
* Rainbow Door via Switchboard (10am-5pm referrals and consultation)
  + Telephone support: 1800 729 367
  + Text support: 0480 017 246
  + Email support: [support@rainbowdoor.org.au](mailto:support@rainbowdoor.org.au)
  + https://www.rainbowdoor.org.au/
* CHARLEE Suicide Prevention Hub (online resources, fact sheets, and ASIST training)
  + <https://www.charlee.org.au/>
* Headspace LGBTIQA+ (online and phone support)
  + Create an account via https://headspace.org.au/lgbtiqaplus/
* With Respect (LGBTIQA+ relationships and family violence phone support)
  + Phone: 1800 LGBTIQ (1800 542 847)
* Touch Base (LGBTIQA+ AOD information and service directory)
  + <https://touchbase.org.au/>
* Aftercare (support for LGBTIQA+ experiencing suicidal thoughts or intentions)
  + Phone: 1300 286 463
  + https://www.mindaustralia.org.au/services/aftercare

*Mainstream family violence supports*

* Men’s Referral Service [www.ntv.org.au](http://www.ntv.org.au) 1300 766 491
  + Advice for men about family violence
* Safe Steps [www.safesteps.org.au](http://www.safesteps.org.au) 1800 015 188
  + 24/7 family violence response phone line

*Sexual assault*

In addition, if you require support for primary or secondary distresses experienced as a result of talking about own, or hearing about accounts of sexual assault, exploitation or coercion, the following **sexual assault services** are available:

* CASA House www.casahouse.com.au (03) 9635 3600
* **Victorian Centres Against Sexual Assault:** provides support and intervention to women, children and men who are victim/survivors of sexual assault ([www.casa.org.au/contact-us/](http://www.casa.org.au/contact-us/))
* **Sexual Assault Crisis Line Victoria:** a state-wide, after-hours, confidential, telephone crisis counselling service for people who have experienced both past and recent sexual assault ([www.sacl.com.au](http://www.sacl.com.au)) – Ph: 1800 806 292
* **1800 Respect:** national sexual assault, domestic family violence counselling service available 24/7 ([www.1800respect.org.au/](http://www.1800respect.org.au/)) – Ph: 1800 737 732

*Suicide Support Service*

Suicide Line Victoria [www.suicideline.org.au](http://www.suicideline.org.au) 1300 651 251

# Contact

If you have any questions, concerns or feedback please contact:

YOUR NAME

YOUR ROLE YOUR ORGANISATION

CONTACT NUMBER

EMAIL ADDRESS

IMAGE RECORDING AND MEDIA CONSENT FORM

I **……………………………………………………………………………………………………**

*(Name of person giving consent or parent/guardian if for child under 18 years of age)*

Agree to the above terms and requirements of engagement to participate as a Panellist in EVENT NAMEs Panel session.

I consent to the use of photographs/ audio/ footage of me/ my child for use in promotional material to raise awareness of and promote **PRODUCING ORGANISATIONS** and/or health and support programs and services it delivers.

I understand this material may be used in the public domain including online, within the **ZBGC** or **Rainbow Network** website, and in print publications and materials.

I understand that this consent may be withdrawn by me at any time, upon written notice to **your organisation**.

I give this consent voluntarily.

**………………………………………………….. ………………………………………………..**

*Signature of person giving consent Signature of parent/guardian < 18*

**…………………………………………………………………….** Date:………………………..

*Name & signature of interpreter used to assist with consent*

*Contact information of person giving consent:*

*Phone: ……………………………… Email: …………………………………………………*

|  |  |  |
| --- | --- | --- |
| SPEAKERS NAME **SPEAKERS ADDRESS**  **SPEAKERS PHONE NUMBER**  **SPEAKERS EMAIL ADDRESS** | (rECIPIENT CREATED)  Tax INVOICE **Invoice # 001****Date: 11/18/2024** | |
| **To:** ORGANISATION NAME  ADDRESS/EMAIL ADDRESS  Attn: YOUR NAME | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| 1 | DESCRIPTION | $300 | $300 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | GST DOES NOT APPLY | SUBTOTAL | $300 |
|  |  | TOTAL DUE | $300 |

**PAYMENT DETAILS**

**ACCOUNT NAME**

**BSB: 633000**

**Acc Number: 0000 0000**

Thank you for your business