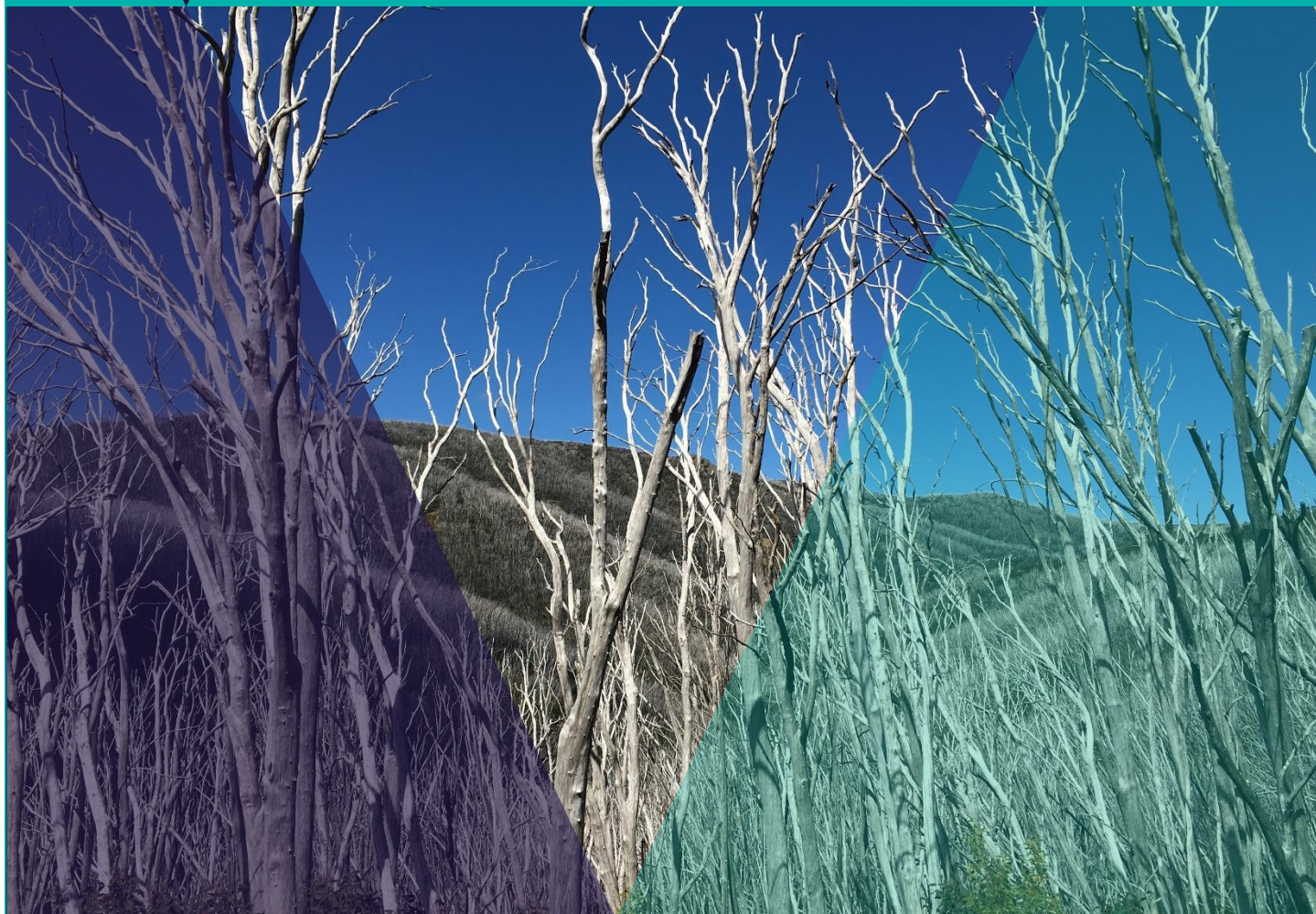


# Weed management after fire

Evaluation report of the 2020 webinar series



Kate Blood and Bianca Gold





## Acknowledgements

The authors would like to thank the many contributors and collaborators involved in these webinars. In particular, we would like to thank the Department of Environment, Land, Water and Planning's Matthew Bliss, Andrew Geschke, Mark Whyte, Damien McMaster, Kate McArthur and Melinda Corry, the WESI Steering Group, our then supervisor Stefan Kaiser, the Friends of WESI, and the Victorian Government's \$22.5 million Bushfire Biodiversity Response and Recovery Program. Thanks to the DELWP people who made valuable comment on the draft report: Bec James, Andrew Geschke and Christina Renowden.



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## Acknowledgment

We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner, and meaningfully engage, with Victoria's Traditional Owners and Aboriginal communities to support the protection of Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



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# Summary

## Brief background to the webinar series

Following extreme bushfires in Victoria in the summer of 2019/2020, the Victorian Government's Department of Environment, Land, Water and Planning (DELWP) worked with partners, experts and key stakeholders to guide a biodiversity response.

The Bushfire Biodiversity Response and Recovery (BBRR) program guides critical investment including the post-fire management of early invader and high threat weeds and one of the supported activities was a webinar series about weeds.

DELWP's Weeds at the Early Stage of Invasion (WESI) Project team were funded to deliver a webinar series to:

- Share information with people looking after nature to learn more about supporting indigenous flora and fauna by managing weeds in bushfire affected areas
- Share practical knowledge so everyone can contribute to bushfire recovery

A series of four webinars about weed management after fire was run in November and December 2020 and the recordings are available online in perpetuity for access for all.

## Purpose of this evaluation report

This report is intended to detail how the webinars were planned, run and evaluated. The information and evaluation will help people contemplating and running webinars and similar activities in the future.

## Summary of main findings

Twelve collaborating agencies and groups supported the delivery of a series of four webinars about weed management after fire run weekly between 25 November and 16 December 2020.

The webinar series provided a valuable platform for agencies and groups to share their experiences and skills. There were 17 presenters representing seven agencies and groups delivering 14 presentations across a total of seven hours scheduled webinar programming.

The State Wide Integrated Flora and Fauna Teams (SWIFFT) provided a valuable website platform on which to provide webinar information, launch to a registration page, and host the webinar recordings into perpetuity to allow ongoing access for all.

Careful consideration of language and imagery for promoting the webinars helped lift the standard of

professionalism, and consistent information and striking visual branding provide a visual point of difference in a busy online world and helped unify collaborators under a consistent visual theme.

Multiple electronic means were used to promote the webinar series including social media, direct email, and e-newsletters. The combined views of posts about the webinars on social media were over 36,050.

Across the webinar series, there were 1,430 registrations and of these 477 (33%) watched a webinar live. The lower than anticipated conversion rate from registration to views is likely accounted for by the easing of movement restrictions for the global pandemic and many people either in the field or taking leave.

Registrations were received from a wide range of agencies, groups, corporates and individuals. They were received from Victoria, other parts of Australia and at least 12 overseas countries.

Over the webinar series 96% of evaluation survey respondents agree that the session they participated in met their expectations. 93% agree that they heard about/ learned something that they are likely to use/ apply. There is a healthy appetite for more content with 95% of survey respondents agreeing they would like to learn more about weeds.

The formation of the "Victorian Invasive Species Forums (VISF)" was an outcome of the webinar planning process and provides an ongoing umbrella under which people can share knowledge and experience about invasive species relevant to Victoria, Australia, including this first webinar series.

## Conclusions

Webinars are an effective way to share information about weed management after fire and with appropriate preparation and support, agencies can produce professional and effective webinar programs.

## The future including webinars

The WESI team will consider the use of the webinar content including development of online training modules and social media.

Further webinars will be considered and encouraged to meet the needs of weed practitioners under the Victorian Invasive Species Forums banner using topics suggested by people in the pre-survey and webinar evaluation surveys.

# Context and background

## Context and the bigger picture

### Bushfires in Victoria, Australia

In the summer of 2019 to 2020 large areas of Victoria, Australia, were impacted by extreme bushfire that had devastating effects on indigenous plants and animals. The Victorian Government's Department of Environment, Land, Water and Planning (DELWP) response was to work with its partners, experts and key stakeholders to document the initial impact of these fires on biodiversity and guide planning for the biodiversity response (McMaster 2020).

"Victoria's bushfire emergency – Biodiversity response and recovery" report identifies the critical need for the intensified and sustained management of threats during all phases of the bushfire recovery, including weed control as a priority action (McMaster 2020).

### Investment in weed management including webinars

The Bushfire Biodiversity Response and Recovery (BBRR) program guides this critical investment including the post-fire management of early invader and high threat weeds and one of the supported activities was the webinar series about weed management after fire.

These webinars were funded by the Victorian Government's \$22.5 million Bushfire Biodiversity Response and Recovery program. For more information on the BBRR program, visit <http://www.wildlife.vic.gov.au/home/biodiversity-bushfire-response-and-recovery>

## Brief description of WESI and the birth of the webinar series

### Weeds at the Early Stage of Invasion

DELWP's Weeds at the Early Stage of Invasion (WESI) project focuses on high risk invasive plants at the early stage of invasion that threaten biodiversity on public land. WESI works with public land and biodiversity managers looking after public land anywhere in Victoria.

In early 2020, the WESI Project team were asked to support weed management after fire. Due to an emerging global pandemic that restricted human movement in Victoria, online webinars were a logical delivery method for information that could be accessible to many.

An indication of the level of interest in the weed fire topic was evident by the good response to the feature issue of the WESI newsletter, "Early invader update", in February 2020 (Blood and Gold 2020).

### Appetite for webinars – pre-survey

In early April 2020, a survey (using SurveyMonkey) was conducted of stakeholders to gauge the appetite for online forums about environmental weed management after fire. There was strong interest (93% said 'yes') from the 180 respondents who completed the survey over an eight-day period. The "Weed management after fire" webinar series was born.

Much of the information gained from this survey shaped the webinar series including its timing, content and duration.

Of the survey respondents 46% had been impacted during the 2019/2020 bushfire season. 84% of respondents said they would watch a forum recording at a more convenient time if they were unable to attend a live broadcast reinforcing the importance of recording the webinars and having them available into perpetuity.

63% of respondents are interested (and 23% maybe) in face-to-face forums in Victoria in the future when circumstances are different.

78% of respondents are interested in doing free online training sessions about environmental weed management and a further 20% maybe interested. This provides fodder for further ideas and use of the recorded webinar content.

It became evident from the survey results that there was interest in the topic from further afield than Victoria with replies from other parts of Australia and ten overseas countries/regions.

### Refining the webinar idea

In May and June 2020, the WESI team facilitated engagement and online discussions with potential collaborators about the series and the webinar topics. It was important to address the needs of stakeholders in the fire impacted areas of Victoria.

Valuable guidance was gained from Andrew (Andy) Geschke of DELWP's Arthur Rylah Institute (Connecting Communities Project, CCP) and Matthew (Matt) Bliss of DELWP's Corporate Services about the webinar platform options and promotion.



## Victorian Invasive Species Forums and SWIFFT

One of the outcomes of the process of planning for the webinars is the formation of the umbrella series of forums where people can share knowledge and experience about invasive species relevant to Victoria, Australia.

The “Victorian Invasive Species Forums (VISF)” term was coined in April 2020 by the WESI team. The forums create a great opportunity to consistently promote invasive species activities. The events held under the VISF umbrella can be face-to-face or online and can be organised and run by any collaborating bodies and individuals.

The forum concept is to create an expansive opportunity to facilitate access to a wide range of invasive species topics generally focused on biodiversity values.

Through collaboration with the State Wide Integrated Flora and Fauna Teams (SWIFFT) in April and May 2020, a home for the VISF and the weed management after fire webinar series was found.

SWIFFT through its website “connects people with events, information and others interested in threatened species and biodiversity conservation” (accessed online 17/6/2020, [https://www.swifft.net.au/cb\\_pages/swifft\\_overview.php](https://www.swifft.net.au/cb_pages/swifft_overview.php)). It provides a central biodiversity hub for people to access information including about invasive species management.

This webinar series provided a trial run to test the viability of the VISF.

## Why it’s important to manage weeds after fire

As stated in BBRR Theme 4 communication plan (Height 2020) weeds pose a significant threat to native vegetation and habitats after fires, as they intensify at known sites, or move into new or disturbed areas and compete with native plants for resources. Fire-fighting activities can also introduce or spread weeds, through things such as vehicle movement, road works and construction of fire control lines.

The post-fire situation presents a window of opportunity to treat emerging weed seedlings and prevent them reaching maturity, as well as providing access to mature plants to prevent them from spreading into or reinvading burnt areas.

## Purpose of this evaluation report

This report is intended to detail how the webinars were planned, run and evaluated. The information and evaluation will help people contemplating and running webinars and similar activities in the future.



# About the webinars

## Aims of the webinars

Webinar aims:

- Share information with people looking after nature to learn more about supporting indigenous flora and fauna by managing weeds in bushfire affected areas
- Share practical knowledge so everyone can contribute to bushfire recovery

## Intended audience

Those involved in bushfire recovery and considering or actively managing environmental weeds. This includes private landholders, volunteer groups, Traditional Owners, contractors, consultants, students, educators, government agencies, authorities and related businesses.

## Key messages

Fire provides an opportunity to more effectively manage some environmental weed species.

Identification is very important to ensure indigenous especially threatened species are not impacted.

Effectively prioritising weed management after fire can make the most of resources available to benefit biodiversity.

Collaboration is a great way for people to work together to get more done.

Don't delay weed management after fire. Better still, have a contingency plan in case fire happens.

## About the webinars

Facts about the webinar series:

- A webinar series about weed management after fire was held in November to December 2020.
- The webinars were conducted on consecutive Wednesday mornings from 25 November to 16 December 2020, from 10:30 am to 12:15 pm (total 1:45 hours per webinar).
- The total scheduled run time for the combined webinars was 7 hours including introductions, presentations, question and answer time, and closing comments.
- The series of 4 webinars covered 4 related topics: an overview of weed management after fire, weed prioritisation, collaborative projects, weed identification and recording.

- The webinars were held using Microsoft Teams and simultaneously broadcast as a live stream to YouTube.
- The series chair was Kate Blood and moderator Bianca Gold.
- Webinar dates and topics:
  - Webinar 1: Wednesday 25 November 2020 - Overview weed management after fire.
  - Webinar 2: Wednesday 2 December 2020 - Prioritisation of weeds after fire.
  - Webinar 3: Wednesday 9 December 2020 - Collaborative projects - weed management after fire.
  - Webinar 4: Wednesday 16 December 2020 - Weed identification and recording after fire.
- The webinar recording and information links are available on the [SWIFFT website](#).

A table of a summary of all the webinar statistics appears in Appendix 1.

## General planning

### How many webinars?

After reviewing the pre-survey and what people were interested in learning about, the WESI team had to decide how many webinars to run. The team settled on four webinars to cover the most requested topics and to meet the project deadline of end December 2020.

It is a big production to organise and stage a webinar series. Organiser fatigue needs to be considered as it is an intense working period.

### Organising information and planning

The WESI team used Microsoft OneNote to organise information and do all the planning for the webinars. It allowed the two members of the team to access the information and organise it in a logical way.

Regular team discussions (at least twice a week from April to June and from September to December in 2020) facilitated effective planning.

There were multiple planning activities underway at the same time:

- engaging with collaborators about the webinar format, topics and program
- working with technical experts about the webinar platform and the website where the information and recordings would be staged

- preparing webinar information, establishing a visual theme, promotional information and promoting
- keeping stakeholders and funders informed and working with communication and media people for approvals
- seeking and supporting presenters

A visual map of how information about the webinars would link to the SWIFFT website and registration platform was helpful (See Appendix 2). A screen grab of one of the events on the SWIFFT page is in Figure 1.

Creating checklists in Microsoft OneNote is a great way to plan activities and due dates to ensure everything is done in a timely manner.

### What we learnt:

As the pandemic movement restrictions eased and spring blossomed, botanists and field staff were out in the field. This reduced their availability as presenters and their ability to watch the webinars live. Many people who registered early took leave and did not link live to the webinars. It's probably best to avoid holding webinars in December due to timing of annual leave and readiness activities for the fire season for many. It reinforces the need to keep promoting the availability of the recordings especially in the new year.

### When to have the webinars?

It was valuable to determine the webinar dates and running times early on to allow the booking of technical support and establish the registration page for bookings. The dates were not promoted until various things were confirmed and in place to take full advantage of the initial interest in registration.

The WESI team needed to meet several criteria that determined the webinar dates: four webinars each Wednesday over a four week period; funding expenditure deadline by 30 December 2020; avoid school holidays; before the peak of the fire season;

likely presenter availability; allow sufficient time to organise them.

### Taking registrations

The WESI team used Eventbrite as a way of taking registrations for the webinars.

An Eventbrite page was established early and not published until various other elements were ready. The page was set up as one event with four free tickets for the different dates. This made it easier for people registering for multiple webinars.

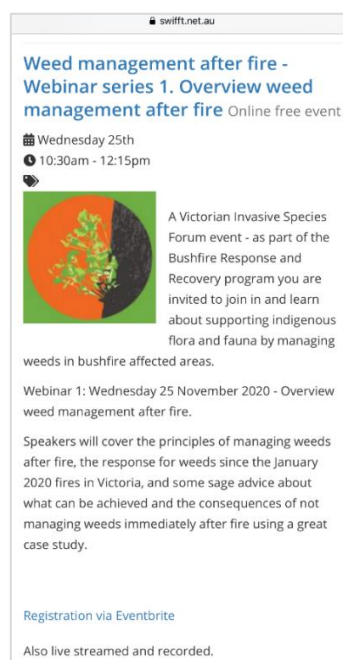
The Eventbrite page was linked from the SWIFFT website.

Consistent branding and wording were used with the promotional material and SWIFFT website.

Establishing some mandatory fields as people registered was useful to enhance reporting and further communication. These included name, email address, organisation and postcode.

The Eventbrite app provided an easy way of monitoring registration numbers.

The caps on registration numbers set early in the planning process were increased several times as events sold out. It was realised not everyone who registered was likely to connect live on the day and even if they did and Microsoft Teams could not cope with the numbers, there was an alternative viewing option with the YouTube live stream.



**Figure 1: Webinar 1 information on the SWIFFT website viewed from a mobile phone.**

# Hold hands and collaborate

## WESI and BBRR working together

From early 2020, WESI and BBRR have been communicating about opportunities to work together to improve the management of environmental weeds.

With the support of the Weeds and Pests on Public Land (WPPL) Program that funds the WESI project and the WESI Steering Group, WESI was able to shift much of its focus to support bushfire recovery in the 2019/2020 financial year.

In the 2020/2021 financial year as part of the Phase 1 BBRR activities, WESI was funded \$28,000 to complete various deliverables by 31 December 2020 including a series of four webinars.

## Collaboration and making an idea a reality

From the start of the process of conceiving, planning and running the webinar series, collaboration has been an overwhelmingly important element.

The series would not have happened without it.

The WESI team engaged early on with multiple potential collaborators communicating mainly by email and Microsoft Teams and occasionally via social media platforms (e.g. Twitter, Facebook and Instagram). This included one-on-one and group meetings.

Regular email updates for collaborators were established outlining latest progress and calling for action. Promotional information about the webinars was included in the email updates for collaborators to share further with their networks.

There were some people the team communicated with as collaborators that were subsequently only interested in information about the webinars.

Using Microsoft OneNote to keep track of engagement was very valuable.

### Tip:

Turn on video cameras during online conversations with collaborators to enhance engagement.

### What we learnt:

It is valuable to clearly define what the collaboration involves and what the expectations of both parties are. Double check that people want to collaborate or would prefer to just be kept informed about the events. Keep collaborators regularly updated about progress and what they are expected to do. Ask collaborators to pass on feedback they receive, ideas and where they have shared the information further.

The twelve collaborators were:

- State Wide Integrated Flora and Fauna Teams (SWIFFT)
- Department of Environment, Land, Water and Planning (DELWP) including:
  - Weeds at the Early Stage of Invasion (WESI)
  - Bushfire Biodiversity Response and Recovery (BBRR)
  - Natural Environment Program (NEP)
  - Arthur Rylah Institute (Connecting Communities Project, CCP)
  - Weeds and Pests on Public Land (WPPL)
  - Forest, Fire and Regions Group (FFRG)
- Parks Victoria
- East Gippsland Catchment Management Authority (EGCMA)
- Weed Society of Victoria (WSV)
- Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC)
- Landcare Victoria
- Trust for Nature
- Regional Roads Victoria
- Department of Jobs, Precincts and Regions (DJPR)
- Australian Association of Bush Regenerators (AABR)
- Foundation for National Parks & Wildlife (FNPW)

Collaborator facts:

- The webinar series had 12 collaborator agencies and groups.
- Of these 12 collaborators, 10 were Victorian and 2 were national.

## Traditional Owners

One of the collaborators is a Traditional Owner group.

We were unable to secure a presenter that identified as a Traditional Owner or from a Traditional Owner group.

An Acknowledgement to Country was made at the start of each webinar and several presenters made acknowledgements.

Traditional Owner involvement in weed management was mentioned by some presenters.

There were four people registered (totalling 13 registrations across the webinar series) for webinars representing:

- Moogji Aboriginal Council East Gippsland Inc
- First People of the Millewa-Mallee Aboriginal Corporation
- Gunditj Mirring Traditional Owners Aboriginal Corporation



# Program and presenters

## Program of presenters

### Program topics

Ideas for a program of webinar topics was drafted using the pre-survey results. With the help of the collaborators, the WESI team was able to refine the topics and decide on the four main themes:

- Overview weed management after fire
- Prioritisation of weeds after fire
- Collaborative projects - weed management after fire
- Weed identification and recording after fire

### Presentations

Across the whole series:

- There were 14 presentations totalling 6 hours including question and answer time (incl Q&A) (See Appendices 3 and 4 for presenter and presentation information).
- The shortest presentation (incl Q&A) was 15 minutes, the longest was 45 minutes.
- The average presentation time (incl Q&A) was 25.7 mins.

### Presenters

Within each webinar, the team aimed to include content and presenters that represented a variety of practitioners including age, gender, experience, and cultural diversity.

The team was unable to secure a Traditional Owner presenter and it is hoped that this can be done in future webinars.

- There were 17 presenters for the 14 presentations.
- The 17 presenters represented 7 different agencies/groups.
- Of the 17 presenters: 14 presenters were from Victoria, 1 from ACT, 1 from WA, and 1 national.
- The 14 Victorian presenters represented 4 different agencies/groups.
- Of the 14 Victorian presenters: 9 were from DELWP; 3 were from Parks Victoria; 1 from East Gippsland Catchment Management Authority; and 1 from Victoria University.
- Of the 9 DELWP presenters: 1 was from Loddon Mallee Region, 2 from Hume Region, 2 from Port Phillip Region, 1 from Barwon South West Region, and 3 from statewide roles.

- Of the 9 DELWP presenters: 1 was from Biodiversity Division, 8 were from Forest, Fire and Regions Group.
- Of the Victorian presentations, 3 of the DELWP Eden projects were represented: Glenelg, Central Highlands, and Otway Eden.
- Of the 17 presenters: 7 were female; 10 were male; they represented a cross section of age and experience.

Due to the tight timelines, promotion of the webinar dates commenced from 6 November 2020, and registrations opened before all the presenters were confirmed. The first invitations to presenters were sent on 16 November 2020 although verbal contact with many had been made before that date.

The botanists and some field practitioners approached to present on weed identification for webinar 4 were all busy in the field so the WESI team members, Kate Blood and Bianca Gold, did a presentation on this topic.

### What we learnt:

Allow longer lead times to organise presenters and request images and background information early so they can be used in promotional material. Avoid hosting and presenting in the same webinar unless you are very well prepared in advance and have long lead times.

## Support for presenters

This was the first time many of the presenters had presented during a webinar.

Each presenter was supported with technology and provided with an information pack (See an example in Appendix 5) including clear instructions on what was expected, tips and tricks and how to use the technology.

They were invited to a practice session before the webinar and a debrief after each webinar.

DELWP's Matt Bliss provided additional technical support to solve all challenges before each webinar began. The practice sessions were invaluable. They helped raise the level of professionalism on the day

and helped presenters be as relaxed as possible, they knew what was coming and what to do, and had confidence that their presentation was going to load and work.

#### What we learnt:

Practice sessions and debriefs with presenters and technology support people are invaluable.

Have a presenter information pack full of tips and tricks prepared and ready to go before inviting them to speak.

Encourage presenters to make or get recordings from the field to allow the audience to see what it is like out in natural areas.

## Running sheets

A detailed running sheet was prepared for each webinar (See example in Appendix 6). The timing in the running sheets were closely adhered to ensuring the webinars finished on time and all presenters were able to present their information in full with time for questions and answers.

## Question and Answer sessions

The program allowed time for each presenter to make a presentation and then have a question and answer session. Most presenters stuck to their allocated time however some had no time available for questions and answers.

The audience was able to ask questions via text in the chat function. The moderator, Bianca Gold, read out the questions for the presenter to answer. If there was insufficient time, the presenter could answer them in the text chat.

Some questions were pre-prepared by the organisers to supplement questions from the webinar audience if time permitted.

## Presentation links

For each presentation a lot of preparation was undertaken by the organisers to assemble links.

Relevant links for each presentation included:

- Weblinks about the presentation topic
- Social media links for the presenter
- Related weblinks about the species
- Links to the website and social media feeds of the presenting organisation

As each presentation was underway, the moderator copied the relevant links into the chat section of Microsoft Teams. This allowed the audience to follow links if interested or copy them for later viewing.

All the links were loaded onto the SWIFFT website to accompany the webinar recordings.

#### Top Tip:

Pre-prepare internet links that can be copied into the text chat at the appropriate time of a presentation by the moderator.

## Debriefs

An online debrief was held for at least 30 minutes after each webinar for the presenters and organisers (See Figure 2) to discuss how the webinar went and suggest further improvements for the next webinar. Each debrief provided valuable insights for the next and continual improvement for the webinar series.

Debriefs also provided an opportunity for collaborators and organisers to provide feedback to the presenters.

The WESI team had a debrief on 22 December 2020 and discussed the things that worked well and the things that could be improved for future webinars. In summary, the WESI team was happy with the series. We were ambitious, we are exhausted, and we made it!

Much of the feedback from these debriefs is included in this evaluation report.

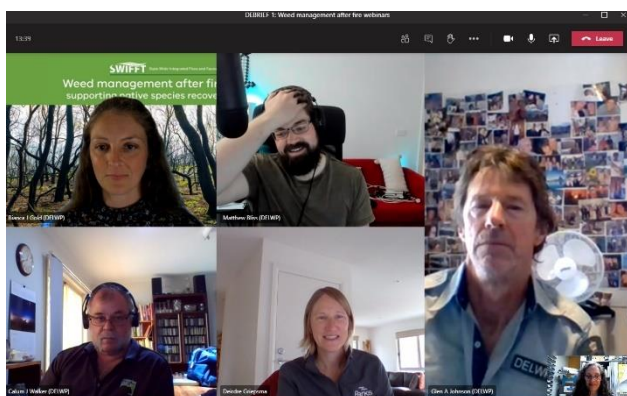


Figure 2: Presenter debrief after Webinar 3

## Tips for organisers

For the organisers, a table of presenters in Microsoft OneNote helped manage the presentation information as each was confirmed. Another table of presenter status (See Appendix 7 for examples of these tables) was used to keep track of the provision of photos, biography, talk title, approval for being recorded etc.

The table of presentation information provided the 'one source of truth' that was then used to build the promotional information e.g. social media content and running sheets.

When doing Microsoft Teams invitations:

- For the collaborators and the presenters, do them separately for each group so it is easy to have different start times. The presenters should have a minimum of a 30 minute earlier start time to allow for further practice and presentation testing before the webinar begins. The same Microsoft Teams link can be used for both just rename the invitation differently for each group (See Appendix 8 for the series list of webinar and related links).
- Use the same Microsoft Teams link for all the practice sessions and just rename the link for each session.
- Use the same Microsoft Teams link for all the debriefs and just rename the link for each debrief.

When planning and preparation is underway, use the email out-of-office autoreplies to give people the heads-up that you are busy, and you may be delayed in responding. If it is urgent, suggest other communication methods.

Creating checklists in Microsoft OneNote is a great way to keep track of activities – what, when, who etc.

# Promotion and getting the word out

The webinar series was promoted electronically: social media, direct email, e-newsletters. The combined views of posts about the webinars on social media were over 36,050.

## Language and imagery

The language and imagery used in the general promotion of the webinars aimed to focus on the positives – the recovery of the indigenous plants and animals rather than just the weeds or the fire.

This is for two main reasons:

- The topic of fire can trigger mental health issues including relived trauma for some people.
- Focus on the reasons for undertaking weed management – for the regeneration of indigenous ecosystems.

Examples to demonstrate considered phrasing include “Help us support indigenous flora and fauna by managing weeds in bushfire affected areas”, and “Register for our online webinars and learn how you can help indigenous species through weed management”.

The images under the control of the organisers focussed on regenerating indigenous plants rather than images of flames or weeds.

## Visual branding

A colour scheme (See Figure 3) for the webinar series was chosen early to reflect:

- Lighter green for new growth
- Orange for flame
- Charcoal (dark grey) for ash
- White for contrast



Figure 3: Webinar series colour scheme

Credit: WESI team

On 6 November 2020 Andy Geschke and Jemma Cripps from DELWP’s Arthur Rylah Institute (ARI)

developed a logo (See Figure 4) of a regenerating Eucalyptus epicormic bud reinforcing native regeneration rather than using imagery of a weed.

This logo and variations were used throughout the visual branding of the webinar series.



Figure 4: Weed management after fire webinar series logo

Credit: Andy Geschke and Jemma Cripps from DELWP’s Arthur Rylah Institute

The visual branding was used on a general promotional poster (prepared by Andy Geschke), email signature block, presentation slides, background images for presenters (See Figure 5), social media posts, social media header banners, book-end slides for webinar recordings, and hold and information slides during the webinars. See Appendix 9 for examples.



Figure 5: Weed management after fire webinar presenter background slide

Credit: Andy Geschke and Jemma Cripps (DELWP) for logo, Andy Geschke for image, Bianca Gold (DELWP) for slide



As the host of the website, the SWIFFT logo was the main collaborator logo used.

## Consistent webinar information

Early in the planning process, consistent webinar information was established, and the same information used for multiple purposes. Having 'one source of truth' of information kept in Microsoft OneNote meant that errors with dates and other information were minimised. It could simply be copied and pasted.

### What we learnt:

Establishing consistent visual themes and written information can lift the professionalism of events such as webinars and help people visually recognise information about these events.

Striking visual themes can provide a visual point of difference.

Uniting under a visual theme created for the event can be more inclusive for collaborators.

amount of interest in the topic" (pers. comm. 30/11/2020).

## Web page address

Before the website page was published, Andy Geschke created a TinyURL to create a shorter web address that was then used consistently through all communication and promotional information.

This long URL (uniform resource locator):

[https://www.swifft.net.au/cb\\_pages/weed\\_management\\_after\\_fire\\_-\\_webinar\\_series.php](https://www.swifft.net.au/cb_pages/weed_management_after_fire_-_webinar_series.php)

Was shortened to this URL:

<https://tinyurl.com/WeedsAfterFire>

The URL was also used to web-link the logo and various visual imagery to the web page.

See the section in this report about use of an Eventbrite page to facilitate registrations.

### Top tip:

Only use one shortened web address in all event promotion. Any related websites or other media can be linked from that one website.

## Website

### Webinar page on the SWIFFT website

Through collaboration with SWIFFT, a page was established by Ian Smith on the SWIFFT website for the webinar series on 22 October 2020 and was live from about 6 November 2020.

SWIFFT were very efficient at adding information as the WESI team provided it and helped with the page formatting.

The webinar page was linked from the front page of the SWIFFT website and listed in the events calendar.

Appendix 10 illustrates how promotional materials were linked to the website.

SWIFFT provided website viewing statistics at the end of November 2020 to show the webinar series page had 3,657 views and was the most popularly viewed page on the website. SWIFFT's Ian Smith stated, "That is very pleasing and reflects a huge

## Social media

### Facebook

Most of the social media activity was centred around the profiles of Bianca Gold (Bianca Goldweeds @goldieweeds with 163 friends) and Kate Blood (Kate Bloodweeds @weedyk8 with 277 friends and 86 followers) on Facebook. Posts had to be manually posted and could not be scheduled in advance. Extensive analytics cannot be obtained from these profiles.

Posting to Facebook commenced on 6 November 2020. An example of a Facebook post appears in Figure 6.

Posts were shared to multiple Facebook Groups (See Figure 7 for an example) from 9 November 2020 including these groups:

- FFMVic firefighters
- FFMVic Women in Fire
- The Weed Society of Victoria Inc

- Weeds of Western Australia
- Tasmanian Weeds
- Weed Management Society of South Australia - WMSSA
- ACT & SE NSW Invasive Plants
- Wedderburn Conservation Management Network
- Loddon Plains Landcare Network
- Australasian Conservation Dogs Network
- Field Naturalists Club of Victoria
- Tarrangower Cactus Control Group Inc.
- Hawkweed hunters of the High Plains
- Australasian Systematic Botany Society (ASBS)
- Weeds in New Zealand
- Weeders for Conservation - New Zealand
- Bush Revegetation and Regeneration
- Victorian Bushland Management Forum
- California Invasive Plants
- Invasive Plant Education
- Pacific Invasives Battlers
- Invasive/Exotic Plant Species in South Africa
- Indiana Invasive Plant Advisory Committee
- Alaska Invasive Species Partnership
- Invasive Plants of Eastern Canada and NE USA
- South African Cactus Working Group
- Invasive Plant ID & Removal in The United States and Canada
- Seedling Recognition
- Conservation Network Australia
- Eco Surveys
- Post-fire bush regeneration
- Pest Plants and Animals Victoria
- The Weedo Network
- RBGV Science
- Friends of Royal Park, Parkville

### What we learnt:

Of the 57 combined evaluation surveys across the webinar series, people found out about the webinars for the first time from:

- 75% from a direct email
- 14% from social media
- 6% from a newsletter
- 5% from other not specified

This reinforces the value of expanding direct networks including the Friends of WESI email list.

Landcare Victoria made a scheduled post on their Facebook Page about the webinars on 16 November 2020.

The WESI team has a Facebook Group called "Early Invader Weeds Victoria" that will be utilised more in the future for promoting such events. On this occasion, the Group was not ready to make full use of, so the team's individual profiles were used instead. The Group functionality and analytics will assist with scheduled posts and reporting.

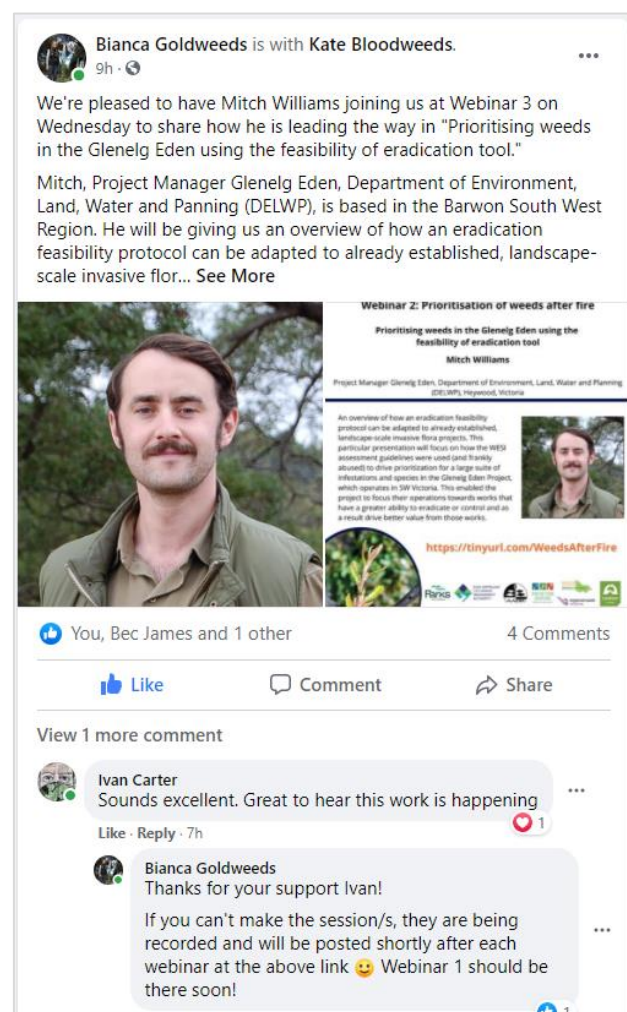


Figure 6: Example of a post on the Bianca Goldweeds Facebook profile on 1/12/2020



Figure 7: Example of a webinar post shared on **Facebook to the Hawaii Conservation group** with 4,000 members on 5/12/2020

## Twitter

Kate Blood made posts on **Twitter @weedyk8** commencing 6 November 2020 with 983 followers. On 24/11/2020 there were 1,000 followers (See Figure 8). People and organisations Retweeted the information and interacted including nice feedback (See Figure 9).

## Instagram

Kate Blood made posts on **Instagram @weedyk8** with 175 followers commencing 7 November 2020.

## Yammer

Both WESI team members used DELWP's Yammer platform to post information about the webinars commencing 10 November 2020.



Figure 8: Example of Kate Blood's Twitter profile on 1/12/2020



**Figure 9: Nice feedback to a Twitter post on 25/11/2020**

## Hashtags

A hashtag (#) was tested, created and promoted for the webinars:

#WeedFireWebinars

Other hashtags used included:

#WESIproj #EarlyInvaderWeeds  
 #EnvironmentalWeeds #InvasiveSpecies  
 #WeedsAfterFire #Fire #BushfireRecovery  
 #Bushfire #Bushfires #BushfireManagement

## Content creation

A social media plan of planned posts was created in Microsoft OneNote. Content for posts was created in advance using consistent webinar information and presenter profiles. These more frequent and regular posts were underway from about 20 November 2020.

Images from the WESI team, colleagues and presenters were used in posts with attribution where appropriate.

## Social media statistics

The social media posts by the WESI team have been collated in a table in Appendix 11 and summarised in the Table 1 below.

**Table 1: Summary of WESI team social media posts about the weed management after fire webinar series**

All platforms combined	Kate Blood and Bianca Gold combined
posts	96
likes	513
shares	315
comments	55
Views/seen by	Over 36,051

It should be noted that there are various social media analytics that are not available and have not been included in these statistics, so the total views are well over the total in this table.

## What we learnt:

Direct emails were the best way to get people to register so it's worth investing time in building email groups.

Seek to use social media platforms that allow scheduled posts.

Source images early to use in social media posts and use less text on images.

It can be worth the effort of tagging and asking others to share and retweet posts.

## WESI newsletter and direct email

The WESI newsletter "Early invader weeds update" (Gold and Blood, issue #20, August 2020) was circulated to 604 Friends of WESI in October 2020 promoting the webinars.

The WESI team emailed information to the Friends of WESI email list of over 630 email addresses on 9/11/2020 (637) and 20/11/2020.

Emails were also posted to the Aliens-L listserver (on 10/11/2020 and 20/11/2020) and the Enviroweeds listserver (on 11/11/2020 and 20/11/2020).

Promoting the webinar series in the WESI newsletter also helps to direct people to the WESI Project page (web search 'early invader weeds') where a range of early invader management tools are located including the "Early invader manual" (Blood, James *et al.* 2019) and back copies of the newsletter.



## Email signature block

The WESI team created and placed a webinar information tile (Figure 10) in their email signature blocks. The tile was web-linked to the webinar page on SWIFFT. The tile was shared with the collaborators who were encouraged to do the same.



Figure 10: Email signature block to promote webinar series

## Ada events calendar

The four webinars were listed in DELWP's internal events calendar on Ada and viewable from 18 November 2020. See example in Figure 11.

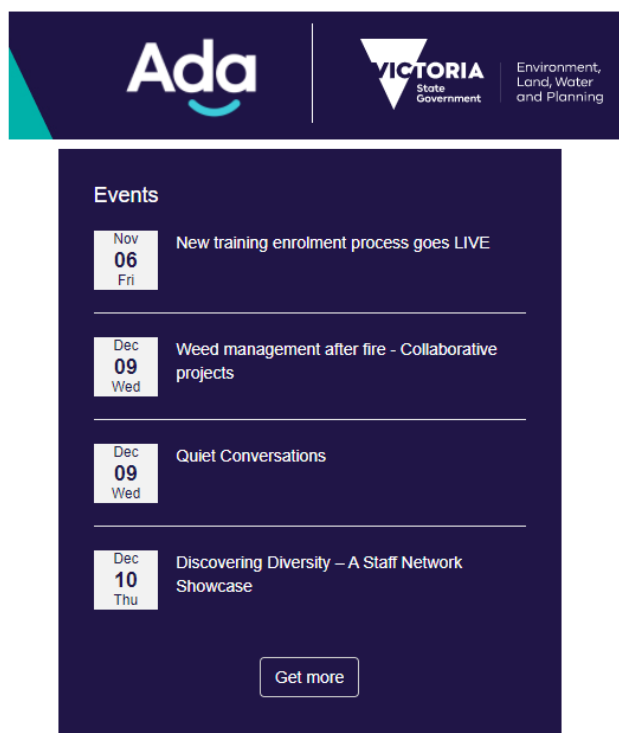


Figure 11: DELWP's Ada event calendar 9 December 2020

## The importance of time zones

When dealing with a global audience it is very important to promote the time zone the webinars will occur in. It allows overseas and interstate participants to log in at the correct time.

The WESI team did consider this and had included some information before promoting the events. Due to some feedback of a participant in the first webinar who could not login, the information was placed in a more prominent position. This is the information provided:

### TIME ZONES

If you are wishing to view the webinars from interstate or overseas the time zone for the webinars is included below. The webinars will be recorded and available for viewing online at the same website soon after each webinar for you to view when you want. If you want to watch them live, you can register to receive the Microsoft Teams link the day before or what might be easier is to use the YouTube live stream link that will be available on the website days before.

Australian Eastern Daylight Time  
(AEDT), UTC +11

Time zone in Melbourne VIC (GMT+11)

## Collaborators spreading the word

Collaborators and others circulated webinar information further including:

- East Gippsland Landcare (6/11/2020)
- Weed Society of Victoria (6/11/2020, 24/11/2020 and 23/12/2020)
- DELWP Loddon Mallee Region (6/11/2020)
- Parks Victoria Hume region (9/11/2020)
- Department of Transport – Environmental Practitioners network (9/11/2020)
- Trust for Nature staff assisting in fire recovery with landholders (9/11/2020)
- Council of Australasian Weed Societies (9/11/2020)
- Newsletter by Firerecovery at Agriculture Victoria (9/11/2020)
- Zoos Victoria staff (11/11/2020)
- Grampians Ag News
- Biodiversity Bulletin: Edition 18, DELWP Internal Update (13/11/2020)
- DELWP's internal Grampians Regional Update - December 2020 (15/12/2020)

# Webinar technology, and who registered and who viewed?

## Technology and webinar platform nuts and bolts

Following advice from DELWP's Corporate Services, the Microsoft Teams Meeting platform was chosen to run the webinars with a capacity of up to 250 people per event. A Microsoft Teams Live Event would have allowed much greater numbers of registrants although required a higher level of approvals and support.

The WESI team had prior webinar experience using Microsoft Teams Meetings supporting the Wimmera Biodiversity Seminar series of webinars and the Biological Control Workshop webinar in 2020.

DELWP's Matt Bliss and Andy Geschke provided great technical support and advice. DELWP has many useful user guides and online training sessions about using these technologies.

### Microsoft Teams

For participants, the advantages of participating via Microsoft Teams included being able to use the chat function to make comments, ask questions and use the links posted by the moderators.

The Microsoft Teams Meetings were also recorded separately as a backup.

The settings for the Teams meetings were set so as people joined the webinar, they were automatically muted and admitted from the lobby into the webinar as a 'participant'. This avoided on-screen pop-up notifications interrupting presentations and reduced the workload of the organisers manually admitting each participant.

Presenters and support organisers had to be manually changed back to 'presenters' so they were able to share their presentations and use their microphones etc.

### YouTube live stream

Matt Bliss suggested and facilitated the concurrent running of the Microsoft Teams platform and YouTube Live Stream.

For participants, the advantages of participating via the YouTube live stream include simpler login, and probably use of less bandwidth for participants with weaker internet connections. It also allowed another viewing option in case the capacity of the Microsoft Teams Meeting (capacity about 250 people) was exceeded on the day.

Matt Bliss provided holding slides and music in the period just before each webinar began. The YouTube stream was recorded and then edited for uploading to the SWIFFT website in the days after each webinar.

Participants watching the YouTube live stream experienced a slight delay and were able to ask questions by an email address that was broadcast periodically during the stream. See Appendix 12 for screen grabs of what the different technologies appeared like as a viewer.

### Technology toolkit

The effective running of professional webinars is within the grasp of agency staff with some technical support. A combination of the technologies including Microsoft Teams meetings, YouTube livestreaming, PowerPoint, website, Eventbrite, social media platforms, Microsoft OneNote, SurveyMonkey and email provided an effective webinar toolkit.

## Registrations

Across the webinar series, there were 1,430 registrations.

- Registrations were made through Eventbrite via a link from the SWIFFT web page.
- One Eventbrite page was created with 4 separate ticket options available, one for each webinar.
- The registrations for each webinar ranged from 332 to 368, with an average of 357.5 per webinar.
- The limit on ticket sales for each webinar was originally set at 150 and as tickets sold out, the number was increased eventually to 400 per event knowing that not everyone who registered would login on the day so not exceed Microsoft Teams meeting capacity.

## Who registered?

Registrations were received from a wide range of agencies, groups, corporates and individuals (See Table 2). They were received from Victoria, other parts of Australia and overseas.

Registrations were received from at least 12 overseas countries including Brazil, Canada, France, Greece, India, Mozambique, New Zealand, Pakistan, Portugal, South Africa, United Kingdom, United States of America (including Hawaii).

**Table 2: Summary of some of the categories of registrants across the webinar series**

Summary of Organisation/Group	Total registrations across all webinars
DELWP	254
Parks Victoria	78
Agriculture Victoria/DJPR	26
Local Government Agency	138
Traditional Owner Group	13
Department of Transport including Regional Roads Victoria etc.	27
CMA's & Water Authority	32
Landcare	53
University (Australia & International)	86
Other categories have not been summarised	
<b>TOTAL registrations</b>	<b>1,430</b>

## Viewing during the webinars

Across the webinar series, there were 477 live views (Microsoft Teams and YouTube live stream combined).

For each webinar total live views ranged from 77 to 176, with an average of 119.25 per webinar.

### Microsoft Teams

The total live views via Microsoft Teams were 368.

### YouTube live stream

The total live views via the concurrent YouTube live stream were 109.

### YouTube recordings on SWIFFT website

The recordings of each webinar are available on the SWIFFT website along with the links shared during the webinars. It will be interesting to monitor the number of viewings over time.

## Interaction statistics

Over the series, there were over 300 interactions during the webinars including comments (99) and questions (over 46) from the participants, and links (81), instructions and webinar information (over 75) provided by the moderator in the chat.

There were additional questions that can be counted by watching the recordings and adding them to these statistics.

### Top tip:

While the Microsoft Teams Meeting is still underway towards the end of the webinar, download the participant list before the meeting is ended.

## Registrations versus views

### For this webinar series

- Across the series, of the 1,430 that registered, 477 or 33% joined a webinar.
- The first webinar had 53% of registrants join, while the last webinar had 21% join.
- This is likely accounted for by the easing of movement restrictions for the global pandemic and many people either in the field or taking leave (evidenced by the many auto replies when emails were sent to registrants).
- It will be important to continue promoting the availability of the webinar recordings for the people not able to view them when they went live.

### For future webinars

The conversion of registrations to viewing will depend on several things including:

- Timing e.g. avoid holiday seasons, lunchtime (after 12 noon), and busy fire seasons
- Timely reminders for registrants to login on the day
- Incentives to login on the day
- Recommendations from others to view
- Internet connectivity quality
- Saturation of webinar information about a topic
- Webinar fatigue
- Novelty of participating in webinars wearing off
- Global pandemic restrictions being lifted so people can travel for field trips, or take leave

# Feedback and the future

Over the webinar series 96% of evaluation survey respondents agree or strongly agree that the session they participated in met their expectations.

## Evaluation surveys

A SurveyMonkey was conducted at the conclusion of each webinar.

- Each survey had the same questions.
- The survey had 10 questions with a predicted and estimated 3-minute completion time and estimated 81% completion rate.
- The number of evaluation respondents ranged from 6 to 29, totalling 57 for the series, and an average of 14.25 per webinar.
- Of the 57 evaluation respondents, there was a 99.25% completion rate and an average typical time spent at 2.75 mins.
- Across the series, of the 477 registrants that attended on the day, 11% responded to the evaluation survey.

## Combined feedback

When the 57 evaluation survey results are combined across the series:

- 93% agree or strongly agree that they heard about/ learned something that they are likely to use/ apply
- 96% agree or strongly agree that the session met their expectations (2 people (4%) disagreed due to not being able to log-in (overseas person) and poor audio quality of one presentation in webinar 2)
- 96% agree or strongly agree they will recommend the webinars or their recordings to others
- 93% agree or strongly agree they have a better understanding about weed management after fire
- 95% agree or strongly agree they would like to learn more about weeds and 65% told us what they would like to learn further (see Table 3 for the broad categories).

Table 3: Summary from the evaluation surveys of broad topics people would like to learn about weeds

Broad topics people would like to learn about weeds	Total number
Weed management techniques and strategies	15
Prioritisation of weeds	9
Weed ecology	5
Weed identification	8
Early invader weeds	4
Engagement about weeds	3

The WESI team will also consider topic ideas from the pre-survey conducted in April 2020 and conversations with collaborators through the year.

Of the combined evaluation survey respondents, 61% made comments about the presenters and the webinar (see Table 4 for the broad categories of comments).

Table 4: Summary from the evaluation surveys of broad comments about the presenters and webinars

Broad comments about presenters and the webinars	Total number
Great presenters and presentations	16
Good job by the organisers	7
Very professional	2
Very good	7
Nice variety of presenters and topics	3
Good practical case studies	1
Had technical issues that prevented them from viewing or hearing all or part of a webinar	6

Additional and detailed evaluation survey results are in Appendix 13.

## Tips for organisers

Record as much feedback as possible as you go – establish tables to copy feedback from emails, social media, meeting notes, newsletters etc.

Be aware of and follow privacy responsibilities.



## Potential use of webinar content

The WESI team will continue to promote the availability of the webinar recordings on the SWIFFT website. This is particularly important for the people that were working in the field or on leave when the webinars were broadcast live.

Of the evaluation survey respondents 95% wanted to learn more about weeds. The WESI team know there is lots of interest for people to learn more about weeds more broadly.

The recordings of the webinars have brought together seven hours of scheduled content (plus the question and answer time) that can be repackaged into training modules supplemented by additional content. Content can also be used in social media and other online activities.

### Top tip:

Prepare evaluation survey questions before promoting the webinars and copy the same evaluation questions into a separate survey e.g. SurveyMonkey for each webinar. That way the links are ready and can be shared at the appropriate time. Separate surveys for each webinar allow participants to provide feedback on each webinar.

### What we learnt:

Consider spreading questions to collect participant data across the mandatory questions at registration and in the evaluation survey after the webinar. This could reduce the time it takes for participants to complete the survey. Open-ended questions generate more data that takes longer to analyse. Always keep the same questions in the same order so that when analysing and downloading the data it can be done easily and merged if appropriate.

## What's next and future webinars

Apart from the development of online training modules, the WESI team will consider further webinars to meet the needs of weed practitioners under the Victorian Invasive Species Forums banner. The topics suggested by people in the pre-survey and webinar evaluation surveys will be considered.

Other agencies and bodies will be encouraged to collaborate to run other webinars under the Victorian Invasive Species Forums banner.

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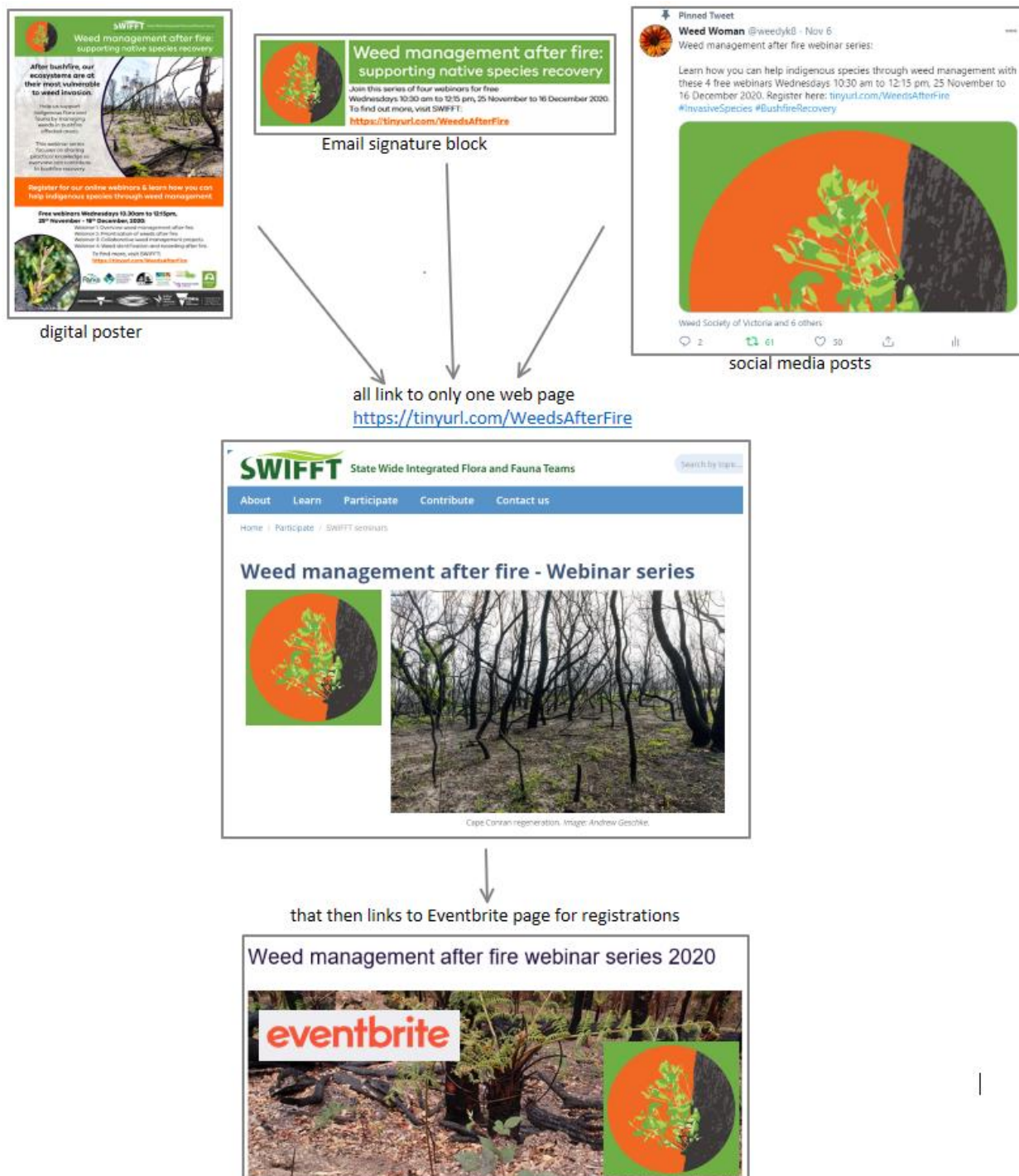
# Appendix 1: Summary of webinar statistics

Expected	Webinar 1	Webinar 2	Webinar 3	Webinar 4	TOTAL	average
Date	Wednesday 25 November 2020	Wednesday 2 December 2020	Wednesday 9 December 2020	Wednesday 16 December 2020	<b>4</b>	
Topic	Overview weed management after fire	Prioritisation of weeds after fire	Collaborative projects - weed management after fire	Weed identification and recording after fire		
Registrations	332	363	368	367	<b>1430</b>	357.5
Live MS Teams views	123	110	69	66	<b>368</b>	92
Live YouTube Stream views	53	22	23	11	<b>109</b>	27.25
TOTAL live views during scheduled event	176	132	92	77	<b>477</b>	119.25
Percentage of total live views of number of registrations	176 of 332 is 53%	132 of 363 is 36%	92 of 368 is 25%	77 of 367 is 21%	<b>477 of 1430 is 33%</b>	33%
Evaluation responses	29	11	11	6	<b>57</b>	14.25
Number of presentations	3	4	4	3	<b>14</b>	3.5
Number of presenters	4	4	5	4	<b>17</b>	4.25
Number of <u>different</u> agencies/groups speaking	2	2	2	1	<b>7</b>	
Total scheduled time	1:45 hrs	1:45 hrs	1:45 hrs	1:45 hrs	<b>7 hrs</b>	
Presenter scheduled time	65 mins	65 mins	60 mins	60 mins	<b>4:10 hrs</b>	
Q&A scheduled time	25 mins	25 mins	30 mins	30 mins	<b>1:50 hrs</b>	
Introduction/closing scheduled time	15 mins	15 mins	15 mins	15 mins	<b>1 hr</b>	
Total interactions*	88	77	62	74	<b>301 plus</b>	75.25
Number of tech support people, chair and moderator	3	3	3	3		

\*Total interactions including comments and questions from participants, and posting of links, instructions and webinar information by the moderator

Note: Scheduled times are the times that were planned in the program. The actual times taken may have varied depending if presenters, questions and answer sessions, opening and closing comments etc were over or under the expected times.

## Appendix 2: How the promotional parts link together





## Appendix 3: Presenter statistics

### Presenter agencies/groups represented\* (7)

- Department of Environment, Land, Water and Planning (DELWP), Vic (total 9): Loddon Mallee Region (1), Hume Region (2), Port Phillip Region (2), Barwon South West Region (1), Statewide (3)
- Parks Victoria (3)
- Australian Association of Bush Regenerators (AABR) (1)
- East Gippsland Catchment Management Authority (EGCMA), Vic (1)
- Environment, Planning and Sustainable Development Directorate, ACT Parks Invasive Plants Program, ACT (1)
- Fisher Research Pty Ltd, WA (1)
- Victoria University (1)

### Presenter agencies/groups by States\*

- Victoria (14 presenters from 4 agencies/groups)
- ACT (1)
- WA (1)
- National (1)

### Presenter names (17) and agency/group\*

Alphabetical by presenter's last name:

- Melissa Birleson, Project Coordinator, East Gippsland Catchment Management Authority
- Kate Blood, Program Officer - Pests and Weeds, Statewide, Department of Environment, Land, Water and Planning
- Judy Fisher PhD, Director, Fisher Research Pty Ltd
- Dale Fuller, Otway Eden, Parks Victoria
- Bianca Gold, Project Officer Pests and Weeds, Department of Environment, Land, Water and Planning

- Deirdre Griepsma, Regional Biodiversity Recovery Programme Coordinator, Parks Victoria
- Glen Johnson, Regional Biodiversity Recovery Coordinator, Hume Region, Department of Environment, Land, Water and Planning
- Sally Lambourne, Central Highlands Eden Project Manager, Port Phillip Region, Department of Environment, Land, Water and Planning
- Daniel Littlewood, Forest Management and Rooding Officer, Hume Region, Department of Environment, Land, Water & Planning
- Brad Matthews, Project Officer - Central Highlands Eden, Port Phillip Region, Department of Environment, Land, Water and Planning
- Dr Tein McDonald AM, President, Australian Association of Bush Regenerators
- Damien McMaster, Theme Lead - Invasive Species, Biodiversity Division, Department of Environment, Land, Water and Planning
- Keith Primrose, Parks Victoria
- Assoc Prof Randall W. Robinson, Victoria University
- Steve Taylor, Program Leader (invasive plants), Environment, Planning and Sustainable Development Directorate, ACT Government
- Calum Walker, Program Manager, Land and Built Environment, Loddon Mallee Region, Department of Environment, Land, Water and Planning
- Mitch Williams, Forest Management & Rooding Officer (Glenelg Eden), Barwon South West Region, Department of Environment, Land, Water and Planning

\*Number of presenters in brackets

## Appendix 4: Presentation titles and presenters

### Webinar 1

**Bushfire Biodiversity Response and Recovery Program: Threat Management** - Damien McMaster, Theme Lead - Invasive Species, Biodiversity Division, Department of Environment, Land, Water and Planning, Damien.McMaster@delwp.vic.gov.au

**Environmental weed management after fire - principles to practice** - Judy Fisher PhD, Director, Fisher Research Pty Ltd, Perth WA, ecologist@westnet.com.au, judith.fisher@uwa.edu.au, 0407 984 091, Twitter @judithfish

**Central Highlands Eden – a model for weed management after fire** - Sally Lambourne, Central Highlands Eden Project Manager, sally.lambourne@delwp.vic.gov.au, 0429 646 494; AND Brad Matthews, Project Officer - Central Highlands Eden, bradley.matthews@delwp.vic.gov.au; Port Phillip Region, Department of Environment, Land, Water and Planning

### Webinar 2

**Prioritising invasive plant control after very high severity wildfire** - Steve Taylor, Program Leader (invasive plants), Environment, Planning and Sustainable Development Directorate, ACT Government, Steve.Taylor@act.gov.au, 0411 166 340, @Steve818 iNaturalist AU

**Prioritising weeds in the Glenelg Eden using the feasibility of eradication tool** - Mitch Williams, Forest Management & Roding Officer (Glenelg Eden), Barwon South West Region, Department of Environment, Land, Water and Planning, mitchell.williams@delwp.vic.gov.au, 0418 132 307

**Prioritising weeds in the Hume Region after fire** - Daniel Littlewood, Forest Management and Roding Officer, Hume Region, Department of Environment, Land, Water & Planning, daniel.littlewood@delwp.vic.gov.au

**Prioritising for native regeneration, with weed control per se a lesser goal** - Dr Tein McDonald AM, President, Australian Association of Bush Regenerators, teinm@ozemail.com.au

### Webinar 3

**Working together to help biodiversity recover after fire** - Keith Primrose, Parks Victoria, keith.primrose@parks.vic.gov.au, 0409 859 875

**Collaboration for biodiversity recovery** - Deirdre Griepsma, Regional Biodiversity

Recovery Programme Coordinator, Parks Victoria, deirdre.griepsma@parks.vic.gov.au, 0427 731 480

**Weed management after fire in an urban environment** - Calum Walker, Program Manager, Land and Built Environment, Loddon Mallee Region, Department of Environment, Land, Water and Planning, calum.walker@delwp.vic.gov.au

**Protecting the critically endangered Spotted Treefrog in the Wongungarra: Weed management in a remote catchment** - Glen Johnson, Regional Biodiversity Recovery Coordinator, Hume Region, Department of Environment, Land, Water and Planning, Glen.Johnson@delwp.vic.gov.au, 0418 501 936; AND Melissa Birleson, Project Coordinator, East Gippsland Catchment Management Authority, mbirleson@egcma.com.au, 0448 873 887

### Webinar 4

**Environmental weed recognition after fire and taking better photos with a mobile device** - Kate Blood, Program Officer - Pests and Weeds, Statewide, kate.blood@delwp.vic.gov.au, Social media: @weedyk8; AND Bianca Gold, Project Officer Pests and Weeds, bianca.gold@delwp.vic.gov.au, Social media: Bianca Goldweeds; Department of Environment, Land, Water and Planning

**Weed distribution recording in Otway Eden** - Dale Fuller, Otway Eden, Parks Victoria, dale.fuller@parks.vic.gov.au

**Darcy Duggan Memorial Lecture: Search and detect for weeds; the importance of working out how much you have before starting treatment** - Assoc Prof Randall W. Robinson, Victoria University, Randall.robinson@vu.edu.au, 0417 366 054

## Appendix 5: Presenter information pack example

### Example of presenter email text to accompany information components below

[tag email as important and check all items in <>]

<Double check all attachments>

<Correct name>

<Correct signature>

<bccs>

Subject: IMPORTANT: Please action promptly for speaking at 'Weed management after fire webinar' series

<USE e.g. W1.2 etc as numbering at end of each subject line>

Hello <insert first name>

We are so excited to have you speaking at our upcoming 'Weed management after fire' webinar series. We have been promoting the series far and wide and have interest from all over Australia and overseas. Thank you for sharing your knowledge and experience at:

<insert name and date of webinar> AND times AND TITLE ETC ETC

You will be receiving three separate invitations from us and two of them are optional. You will receive an invitation to a practice session (optional), the actual webinar, and then a debrief immediately after the webinar (optional). We have a table below to the links, so they are all in one place.

<insert table of links for the correct webinar>

We will be using Microsoft Teams to run the meetings so please familiarise yourself with its use a couple of days before the webinar if you are not a regular user. We encourage you to join the practice session so you will be confident in its use. See the information sheet attached.

<attach MS Teams sheet>

**MOST IMPORTANT:** Please open and read this attachment immediately and complete the form and return it promptly to ensure we can complete the program for the website, promote your presentation, and introduce you correctly. We want to make sure we give your investment of time preparing for the webinars due credit.

<attach Word doco specific for this presenter>

If you have any questions about any aspect of the technology, your presentation or the series, please get in touch.

Cheers, and thanks again, Kate, Bianca and the webinar collaborators

< insert webinar email signature block >

### Joining MS Teams Meetings (non-DELWP) information sheets

A five-page document was copied from the corporate information library and shared with the presenters.

## Example of accompanying presenter 2-page information letter



Hello Kate and Bianca,

Thank you for your participation as a presenter in the upcoming “Weed management after fire” webinar series. Please see the following important information and respond to [kate.blood@delwp.vic.gov.au](mailto:kate.blood@delwp.vic.gov.au) and [bianca.gold@delwp.vic.gov.au](mailto:bianca.gold@delwp.vic.gov.au) as soon as possible, to ensure correct information is being promoted on the webinar program.

### General Information:

The “Weed management after fire” webinars are a four-part series, each with a different theme, as listed below. The highlighted webinar is the one which you have agreed to present at.

**Webinar 1:** Wednesday 25 November 2020 - Overview weed management after fire.

**Webinar 2:** Wednesday 2 December 2020 - Prioritisation of weeds after fire.

**Webinar 3:** Wednesday 9 December 2020 - Collaborative projects - weed management after fire.

**Webinar 4:** Wednesday 16 December 2020 - Weed identification and recording after fire.

The webinars will be delivered on Microsoft Teams (MS Teams) and you will receive a calendar invite with link to the event soon. Please do not access the MS Teams event/meeting link prior to 10:00am on the Wednesday that you are presenting (unless otherwise discussed). From 10:00am there will be 30 minutes prior to the webinar going live to test that your microphone, video camera and screen sharing functions are all working on the day. The webinar will then start at 10:30am. Please see attached for guidance on using these MS Teams functions.

A separate calendar invite (with MS Teams link) will be sent to you for a practice session for the Monday prior to your presentation, starting at 1:30pm on the following dates:

**Practice session 1:** Webinar 1: Monday 23 November 2020 - Overview weed management after fire.

**Practice session 2:** Webinar 2: Monday 30 November 2020 - Prioritisation of weeds after fire.

**Practice session 3:** Webinar 3: Monday 7 December 2020 - Collaborative projects - weed management after fire.

**Practice session 4:** Webinar 4: Monday 14 December 2020 - Weed identification and recording after fire.

If you cannot make this date/time and would like to test your equipment with our team, please contact us as soon as possible to work out a time/date that suits.

Your presentation has been allocated a 30-minute timeslot (unless otherwise discussed), this includes up to 10 minutes of question time. The audience will post questions in the chat function of MS Teams and a moderator will relay these for you to answer during this Q&A time. Any questions unanswered during this Q&A timeslot can be addressed by you in the chat function after your presentation.

Each webinar will be recorded and embedded on the State Wide Integrated Flora and Fauna Teams (SWIFFT) website at: [https://www.swifft.net.au/cb\\_pages/weed\\_management\\_after\\_fire\\_-\\_webinar\\_series.php](https://www.swifft.net.au/cb_pages/weed_management_after_fire_-_webinar_series.php).

If you do not give permission to have your presentation made publicly available after the event, please select no in the checkbox below. By selecting yes in the below checkbox, you are giving permission for your presentation to be recorded and displayed on various platforms, including the SWIFFT website (as above), social media and within online training modules.

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## Presenter Information Request

### What we would like from you:

Please answer the following in the space provided below. This information will help us to promote the “Weed management after fire” webinar and introduce you at the event:

- ☐ Your preferred name and title (if applicable):
- ☐ Organisation that you are representing (if applicable):
- ☐ Title of your presentation (one sentence):
- ☐ Summary of presentation (one small paragraph):
- ☐ Your contact details (which ones, if any, you want made available to our audience/publicly):  
Email:      Phone:      None ☐ (tick box if you do not wish for your contact details to be shared)
- ☐ Please list your social media handles and other information relevant to your presentation that you would like shared with our audience/publicly:
- ☐ Permission to record the presentation: ☐ Yes    ☐ No    Comment:
- ☐ Please also include a photo of yourself or a photo relevant to your presentation for our team to use in promoting the webinars via social media.
- ☐ Please provide **Bianca Gold** (email below) with a copy of your final presentation by **9am on the Wednesday** you’re presenting. This will be a back-up in case of technical difficulties. Due to size limitations with emails, you may like to provide a link to OneDrive, ~~GoogleDrive~~, DropBox or similar.

Thank you!

We look forward to working with you and seeing your presentation soon,  
Kate and Bianca



#### **Weeds at the Early Stage of Invasion (WESI) Project team:**

**Kate Blood**, Beaufort | Social media: @weedyk8 | E: [kate.blood@delwp.vic.gov.au](mailto:kate.blood@delwp.vic.gov.au)

**Bianca Gold**, Horsham | Social media: Bianca Goldweeds | E: [bianca.gold@delwp.vic.gov.au](mailto:bianca.gold@delwp.vic.gov.au)



AGRICULTURE VICTORIA

Environment and Parks Victoria

Arthur Rylah Institute  
for Environmental Research

VICTORIA  
State Government

Environment,  
Land, Water  
and Planning

OFFICIAL

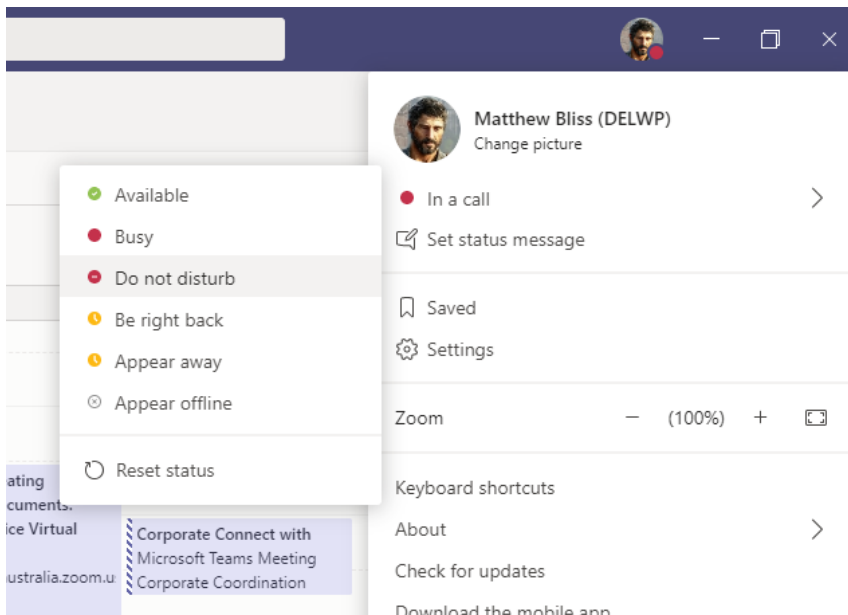
## Example of tips and tricks email for presenters

**Subject:** Presenters: tips and tricks for 'Weed management after fire' webinar & reminder about practice session this afternoon

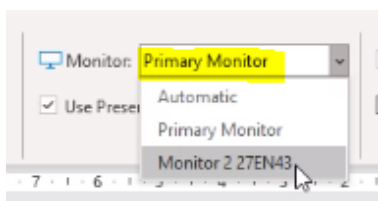
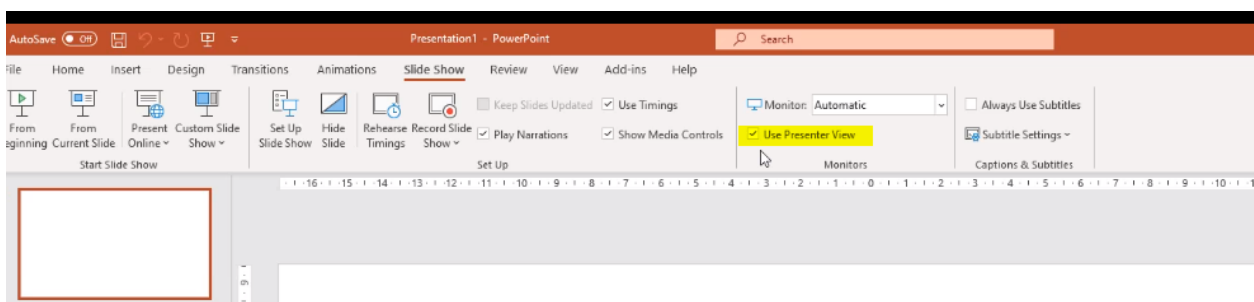
Hello, we hope you had a great weekend and a good start to the week. Bianca and I are looking forward to seeing you for the webinar practice session this afternoon at 1:30 pm. We have included some additional material below that may help.

A few tips, tricks and reminders for your presentation during the webinar:

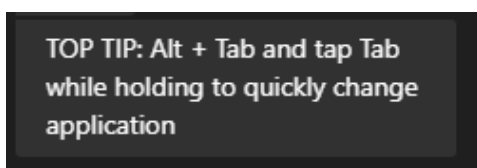
- Don't worry too much about some **duplication** between your and another's presentation as it will help to reinforce information with the audience.
- It's very important to get any **presentation material to Bianca Gold** before 9 am of the morning of your webinar (see the letter we sent for instructions) - this is crucial as a back-up if your internet fails and we need to step through the slides for you - deliver via email (if not too large), either as a document or as a link to OneDrive, GoogleDrive, DropBox or similar.
- Think about and **test a back-up internet connection** in case yours fails. Try hot-spotting with your mobile phone or look for a local free wi-fi. We watched someone recently deliver a great presentation from the back seat of his car parked at his local library where he accessed free wi-fi!
- It's a good idea to give the audience a brief **context** about where you are and remember to **avoid a lot of jargon** and **spell out abbreviations/acronyms** a couple of times when you start using them
- Your presentation may be focused on **wildfire**. If the work you are doing is also relevant to **planned burns** you may want to mention it
- If you are not already regularly using a **camera** on your device for communicating, you might want to check the day before that your background is free of distracting items and that the washing basket is out of view ;-). Give your camera lens a clean with a dry cloth.
- On the day, don't panic if your dog barks or the cat vomits in the back ground. It all adds to the **rich experience** for the audience.
- If everything goes to poo, **avoid swearing** just in case the microphone is still working!
- We may **interrupt** you during your presentation if there are any issues. This may include breaks in transmission of your presentation where we may ask you to switch your video camera off. We'll try to pick a time so as not to distract you too much from where you are up to.
- Our host (Kate) will **introduce you** as the next presenter. Please have your presentation (PowerPoint slides or other images/documents) open in a separate window ready to share prior to the webinar starting to ensure it has fully loaded and ready to share. Once the host begins introducing you, you can start sharing your screen and getting the presentation ready with your introductory slide.
- **Keep an eye on the clock**. If you go over time, we will cut you off. Practice and time your run-through and avoid going away from your planned script.
- If you wish to **avoid distractions** during your presentation we recommend:
  - Turn phones to silent without vibrate (audio speakers will pick up vibration sounds).
  - Turning off notifications in MS Teams. You can do this by selecting your profile picture >settings > notifications and change the settings.
  - You may see notifications of participants waiting in the lobby. We will try to admit these as quickly as possible.
  - If you are in DELWP, you can change your Teams settings to 'Do not disturb' (DELWP only):



- If you have your presentation saved on a remote server like OneDrive that relies on the internet, you might want to save it to your hard drive so that it opens without delays.
- If you use two monitors and you want to see your presenter notes in PowerPoint while presenting and you don't want the audience to see the presenter notes, check your monitor settings in PowerPoint:



- Before presenting, set up your screen as you want it to look in a separate window. You can switch between screens using the Alt+Tab function:



Most of all, enjoy the experience of being able to share your knowledge with others (and hey! Don't let it freak you out that we have registrations from all over Australia and overseas).

Cheers, Kate and Bianca <insert webinar signature block>

## Example of email for presenters about background slides

Hello Webinar <2> presenters,

Here's some **OPTIONAL** images to add to your MS Teams video background on Wednesday when you are presenting., if you would like to do so (no pressure).

Thanks for attending the practice sessions today/tomorrow and please let me know if you need to test anything again or have any questions before Wednesday.

The presentations we saw today look fantastic and we're looking forward to hearing the whole thing on Wednesday.

As mentioned:

- Kate will be hosting and introduce each of you at the right time.
- As she introduces you, you can start sharing your screen then (with webcam on if you have one, but mic on mute until Kate finishes the introduction).
- If you happen to go over time, this will chew into your allocated question time and we will cut you off if you venture past the allocated time.
- So please keep your presentation as close to the allocated time as possible, to allow for questions to be responded to.
- I will be relaying questions to you from the chat function in MS Teams and from emails/messages I receive from those watching on YouTube (who do not have access to the chat function).
- If we don't get to all the questions, please address them in the chat function of MS Teams by using @PersonName or @TimeOfMessage as there is no reply function active.
- I will be adding links to the chat throughout the webinar, including during your presentations. If you have any other links (not already provided) that you think will be relevant to share, please send them through to me asap.
- Please share a back-up copy of your presentation with me before 9am on Wednesday morning either in email (noting there's size limits) or via a link to OneDrive, DropBox or similar.
- Most importantly enjoy sharing the wonderful information/knowledge/experiences that each of you has!

Also, if you're using social media please #WeedFireWebinars to tag us 😊

Cheers,

Bianca (Goldie)

<ATTACH slides>

<insert webinar signature block>



## Example of email for presenters about practice sessions

Thank you for your participation as a presenter in the upcoming “Weed management after fire” webinar series.

This optional practice sessions are available to you Monday prior to the Wednesday webinar as listed below:  
<BG select date appropriate to webinar match>

Practice session 1: for Webinar 1: Monday 23 November 2020 – Overview weed management after fire.

Practice session 2: for Webinar 2: Monday 30 November 2020 - Prioritisation of weeds after fire.

Practice session 3: for Webinar 3: Monday 7 December 2020 - Collaborative projects - weed management after fire.

Practice session 4: for Webinar 4: Monday 14 December 2020 - Weed identification and recording after fire.

The session is an opportunity to do tech checks and practice using MS Teams including:

- microphone and video camera settings
- sharing your screen/sharing your presentation
- your internet coverage is strong enough to present from
- meet the hosts of the webinars

If you cannot make this date/time and would like to test your equipment with our team, please contact us as soon as possible to work out a time/date that suits.

---

## **Practice Session - Weed Management After Fire - Webinars**

[Learn more about Teams](#) | [Meeting options](#)

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You should have received a similar invite for the webinar that you are presenting at with the link to that specific webinar.

Please contact our team if you have not received that calendar invitation.

In total you will receive three calendar invitations with individual links. These are listed below, and more information is in the attached document.

1. Practice session (OPTIONAL: for practicing and testing MS Teams)
2. Webinar event (REQUIRED: for your presentation)
3. Debrief session (OPTIONAL: following webinar event for providing and receiving feedback)

We look forward to working with you and seeing your presentation soon,

Kate and Bianca

<insert webinar signature block>

## Appendix 6: Running sheets

This is an example of a running sheet for one of the webinars.

### Webinar 1 running sheet

When planned	Actual time	What	Who	How
10:00 am		Open Team event link, and start recording Present instruction screen until 10:30 am start streaming to YouTube	Kate Blood Bianca Gold (Goldie) Matt Bliss	Microsoft Teams You Tube
From 10 am to 10:20		Presenters and organisers join event to test equipment and presentations Goldie starts changing people to audience		Turn off the notification to join event from common view
10:20 am		Open the event to participants		
		Accept people sitting in the virtual lobby		
		Post instruction content to chat		
10:30 am (10 mins)	10:31	<b>Introduction</b>	Kate	
		Acknowledgment to Country		
		Welcome participants, introduce support team		
		House keeping		
10:40 am (15 mins)		Introduce presenter (while presenter opens presentation)	Kate	
	10:36	<b>Presenter 1</b> (20 mins) Damien McMaster		PowerPoint presentation
		Take screen shots of presenter		
		Q&A (10 mins)	Goldie	
10:55 am (45 mins)	? 10:50	Introduce presenter (while presenter opens presentation)	Kate	
		<b>Presenter 2</b> (35 mins) Judy Fisher		PowerPoint presentation
		Take screen shots of presenter		
	11:28	Q&A (10 mins)	Goldie	
11:40 am (30 mins)	11:40	Introduce presenter (while presenter opens presentation)	Kate	
		<b>Presenter 3</b> (20 mins) Sally Lambourne and Brad Matthews		PowerPoint presentation
		Take screen shots of presenters		
		Q&A (10 mins)	Goldie	
		Make a copy of attendees		
		Post link to evaluation in chat	Goldie	
12:10 pm (5 mins)	12:10	<b>Closing comments</b> - including evaluation request	Kate	
12:15 pm	12:15	<b>Close event</b>		
		Stop recording	Kate	
	12:30	Debrief for organisers and presenters		

## Reminders for the start of each webinar before audience come on-line

Remind presenters to:

- Put phones on silent
- Mute Teams notifications especially for this presentation
- Keep an eye on the clock
- Test mic and video
- Test sharing screen and changing slides

For chair (Kate Blood):

- Put phones on silent
- Mute Teams notifications especially for this presentation
- Log in to office wi-fi on personal mobile and connect to charger
- Have three feeds at once: main Teams event on laptop; Teams event on work iPhone; YouTube feed on personal mobile
- START RECORDING
- Record when each presenter starts/ends
- Take screen grabs
- Record regular participant numbers
- Download Teams participant list before event ends
- Keep an eye on mic on/off
- Keep an eye on video camera on/off

For moderator Bianca Gold, and information technology support Matt Bliss:

- Put a reminder in previous webinar chats that the webinar today is in this link e.g. If you're looking to join Webinar 2 please use: [put appropriate MS Teams link]
- Make everyone a 'participant' and then make all the presenters and support people 'presenters'
- Mute all the participants
- Allow everyone immediate access (rather than go through a lobby)
- Spotlight current presenter
- YouTube live stream
- Intro and connecting slides
- Links to chat
- Download Teams participant list before event ends

### Example of chair opening comments (these for Webinar 1 and varied for each webinar)

- Hello, I am Kate Blood and I am your webinar chair today.
- Acknowledgement to Country:

I would like to begin by acknowledging and paying my respects to the traditional owners of all the land wherever we join the webinar from today.

For me participating from Beaufort, Western Victoria, Australia, this is the land of the Wathaurong people.

I would like to extend my respects to their Elders, past, present and emerging and any other Elders who may be joining us today.

We recognise that there are many Traditional Owners Caring for Country including weed and fire management activities and some of these practices play a key role in continuing their culture.
- I'd like to welcome you today on behalf of myself, Kate Blood, my colleague Bianca Gold and our many collaborators.
  - Bianca and I are the WESI team which is part of DELWP
  - We are hosting through State Wide Integrated Flora and Fauna Teams (SWIFFT) website and want to thank SWIFFT for supporting this webinar series
  - We are also proud members of the Weed Society of Victoria, another of our collaborators
  - Tech support Matt Bliss DELWP
  - Acknowledge collaborators (see logos) and presenters - thank you
- With the restrictions on our ability to travel at this time, we have embraced technology as a way of getting together to share information and expanding our networks.
- "Run some webinars!" we thought earlier in the year as we were required to work from home, instead of our customary annual workshop series around Victoria.
- Let me tell you that to run the series that we are presenting over the next four weeks has taken many hours with the help of many people. We'd particularly like to thank:
  - Andrew Geschke from DELWP's Arthur Rylah Institute (Connecting Communities Project, CCP) - for great support and many of the images in the connecting slides
  - The many regional staff from DELWP's Natural Environment Program (NEP) and
  - Forest, Fire and Regions Group (FFRG)
  - Mel Corry of DELWP's Weeds and Pests on Public Land (WPPL) Program
  - Our Parks Victoria colleagues
  - And our supervisor Stefan Kaiser
- The webinars cover different aspects of weed management after fire – relevant for planned burns and wildfires. Across the series so far, we have over 1,200 registrants from around the world!
- If using social media today - please include the hashtag #WeedFireWebinars - and we encourage you to follow presenters and share their ideas through your own feeds - handles in chat
- If you have any questions or comments during the webinar, please put them in the chat
- We have three presentations today and will have finished by 12:15
- These webinars have been made possible by funding from the Victorian Government's \$22.5 million Bushfire Biodiversity Response and Recovery program. BBRR is an abbreviation that will be used frequently during this webinar series. To start the first webinar off I'd like to invite .....



### Example of chair closing comments (these for Webinar 1 and varied for each webinar)

- Thank you:
  - presenters
  - audience
  - support team
  - collaborators
- Mental health:
  - Working on invasive species and fire management especially at this time can be overwhelming.
  - We hope that you have connected with some more like-minded people today to extend your network.
  - If you need additional support we encourage you to contact your agency support service or LifeLine, Beyond Blue or other services.
- Social media is a great way to stay connected with others and there are many people and groups related to invasive species and fire.
- Remember to tag social media with hashtag #WeedFireWebinars and thank you to everyone who has shared our social media posts
- Please complete the evaluation form so we can improve future webinars - we have three more in this series and want to make them the best that we can
- Recordings of the webinars will be available on the SWIFFT website in coming days
- Subscribe to WESI newsletter - link in chat
- Today there is another unrelated webinar on the benefits for biodiversity of revegetation activities from 1-2 pm - link in chat - register at: <https://www.eventbrite.com.au/e/revegetation-for-biodiversity-monitoring-for-success-tickets-128692212873?aff=CalendarInvite>
- A reminder that there are three more webinars in this series, each Wednesday for the next 3 weeks. You can still register via the SWIFFT website. Next week webinar 2 is all about prioritisation of weeds after fire. Where to start and which weeds to treat first. Fabulous practical examples of how to do this.
- From Bianca Gold and myself and our collaborators, we'd like to thank you for joining us today, stay safe and hope to see you at the next webinar next Wednesday.

CLOSE, END MEETING

## Appendix 7: Tracking presenter status

Two tables were used to track interaction with all the presenters. These could be a useful template for future webinars.

### Presenter information package emailed

2020	Webinar 1		Webinar 2		Webinar 3		Webinar 4	
Presenter	sent	Replied & complete	sent	Replied & complete	sent	Replied & complete	sent	Replied & complete
1	16/11; reminder sent 18/11	Damien McMaster YES DONE	16/11; reminder sent 18/11	Steve Taylor YES DONE	17/11; reminder sent 20/11	Keith Primrose YES DONE	30/11	Kate Blood & Bianca Gold NEED TICK
2	16/11	Judy Fisher YES DONE	16/11; reminder sent 18/11	Mitch Williams YES DONE	17/11; reminder sent 20/11	Deirdre Griepsma YES DONE	1/12	Dale Fuller YES DONE
3	16/11; reminder sent 18/11	Sally Lambourne & Brad Matthews YES DONE	16/11	Dan Littlewood YES DONE	30/11; reminder sent 1/12	Calum Walker YES DONE	17/11	Randall Robinson YES DONE
4	-		16/11	Tein McDonald YES DONE	17/11; reminder sent 20/11	Glen Johnson and Mel Birlson YES DONE	-	

## Presenter permissions and confirmations

code	Potential presenter name/title	Presentation title - confirmed	Presenter profile photo or other photo relevant to presentation (with permission to share)	Permission to record given
W1.1	Damien McMaster	Bushfire Biodiversity Response and Recovery Program: Threat Management	Yes	Yes
W1.2	Dr Judy Fisher	Environmental weed management after fire - principles to practice	Yes	Yes
W1.3	Sally Lambourne and Bradley Matthews	Central Highlands Eden – a model for weed management after fire	Yes	Yes
W2.1	Steve Taylor	Prioritising invasive plant control after very high severity wildfire	Yes	Yes
W2.2	Mitch Williams	Prioritising weeds in the Glenelg Eden using the feasibility of eradication tool	Yes	Yes
W2.3	Daniel Littlewood	Prioritising weeds in the Hume Region after fire	Yes	Yes
W2.4	Dr Tein McDonald	Prioritising for native regeneration, with weed control per se a lesser goal	Yes	Yes
W3.1	Keith Primrose	Working together to help biodiversity recover after fire	Yes	Yes
W3.2	Deirdre Griepsma	Collaboration for biodiversity recovery	Yes	Yes
W3.3	Calum Walker	Weed management after fire in an urban environment	Yes	Yes
W3.4	Glen Johnson and Mel Birleson	Weed management in a remote catchment: Protecting the critically endangered Spotted Treefrog in the Wongungarra	Yes	Yes
W4.1	Kate Blood and Bianca Gold	Environmental weed recognition after fire and taking better photos with a mobile device		
W4.2	Dale Fuller	Weed distribution recording in Otway Eden	Yes	Yes
W4.3	Associate Professor Randall Robinson	Darcy Duggan Memorial Lecture: Search and detect for weeds; the importance of working out how much you have before starting treatment	Yes	Yes

## Appendix 8: All links for Microsoft Teams, YouTube, website and webinar recordings

The only publicly promoted website was the SWIFFT page and this is where the recordings remain available:

<https://tinyurl.com/WeedsAfterFire>

This is the full link to the SWIFFT page (shortened above as a TinyURL) and was not publicly promoted:

[https://www.swifft.net.au/cb\\_pages/weed\\_management\\_after\\_fire\\_-\\_webinar\\_series.php](https://www.swifft.net.au/cb_pages/weed_management_after_fire_-_webinar_series.php)

This is the link to the Eventbrite page for registrations and was not publicly promoted:

<https://www.eventbrite.com.au/e/weed-management-after-fire-webinar-series-2020-tickets-126361862733>

The YouTube links to watch the live streams were only available on the SWIFFT web page and emailed directly to registrants the day before each webinar. Registrants also received via email the Microsoft Teams link the day before the webinar.

This table of links provided one source of truth to copy links into all forms of communication.

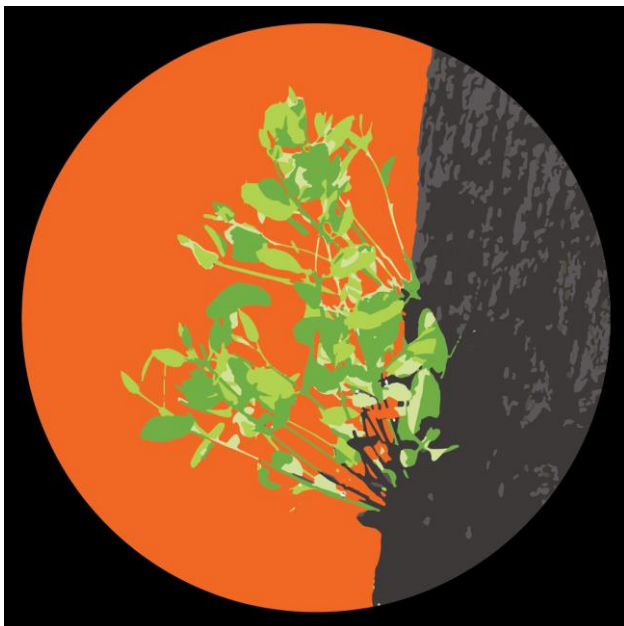
Webinar Name	MS Teams	To view live YouTube	Practice session	Debrief session
Webinar 1: Wednesday 25 November 2020 - Overview weed management after fire.	<p>Wednesday 25 November 2020 10:00am</p> <p>Join Webinar 1: Wednesday 25 November 2020 - Overview weed management after fire.</p>	<p>Webinar 1: <a href="https://youtu.be/_rgK_3t0DAQ">https://youtu.be/_rgK_3t0DAQ</a></p>	<p>Monday 23 November 2020 1:30pm</p> <p>Practice Session - Weed Management After Fire - Webinars</p>	<p>Wednesday 25 November 2020 12:30pm</p> <p>DEBRIEF: Weed management after fire Webinars</p>
Webinar 2: Wednesday 2 December 2020 - Prioritisation of weeds after fire.	<p>Wednesday 2 December 2020 10:00am</p> <p>Join Webinar 2: Wednesday 2 December 2020 - Prioritisation of weeds after fire.</p>	<p>Webinar 2: <a href="https://youtu.be/_7FcmOeJ-RA">https://youtu.be/_7FcmOeJ-RA</a></p>	<p>Monday 30 November 2020 1:30pm</p> <p>Practice Session - Weed Management After Fire - Webinars</p>	<p>Wednesday 2 December 2020 12:30pm</p> <p>DEBRIEF: Weed management after fire Webinars</p>
Webinar 3: Wednesday 9 December 2020 - Collaborative projects - weed management after fire.	<p>Wednesday 9 December 2020 10:00am</p> <p>Join Webinar 3: Wednesday 9 December 2020 - Collaborative projects - weed management after fire.</p>	<p>Webinar 3: <a href="https://youtu.be/jyxlg51MQKo">https://youtu.be/jyxlg51MQKo</a></p>	<p>Monday 7 December 2020 1:30pm</p> <p>Practice Session - Weed Management After Fire - Webinars</p>	<p>Wednesday 9 December 2020 12:30pm</p> <p>DEBRIEF: Weed management after fire Webinars</p>
Webinar 4: Wednesday 16 December 2020 - Weed identification and recording after fire.	<p>Wednesday 16 December 2020 10:00am</p> <p>Join Webinar 4: Wednesday 16 December 2020 - Weed identification and recording after fire.</p>	<p>Webinar 4: <a href="https://youtu.be/RKR0ve-rGTA">https://youtu.be/RKR0ve-rGTA</a></p>	<p>Monday 14 December 2020 1:30pm</p> <p>Practice Session - Weed Management After Fire - Webinars</p>	<p>Wednesday 16 December 2020 12:30pm</p> <p>DEBRIEF: Weed management after fire Webinars</p>

## Appendix 9: Visual branding

Photographs in these products by Andy Geschke, DELWP.

Logo by Andy Geschke and Jemma Cripps, DELWP.

### Logo versions



### Promotional poster

**SWIFFT** State Wide Integrated Flora and Fauna Teams

### Weed management after fire: supporting native species recovery

After bushfire, our ecosystems are at their most vulnerable to weed invasion.

Help us support indigenous flora and fauna by managing weeds in bushfire affected areas.

This webinar series focuses on sharing practical knowledge so everyone can contribute to bushfire recovery.

**Register for our online webinars & learn how you can help indigenous species through weed management**

**Free webinars Wednesdays 10.30am to 12:15pm, 25th November - 16th December, 2020:**

- Webinar 1: Overview weed management after fire.
- Webinar 2: Prioritisation of weeds after fire.
- Webinar 3: Collaborative weed management projects.
- Webinar 4: Weed identification and recording after fire.

To find more, visit SWIFFT:  
<https://tinyurl.com/WeedsAfterFire>

Partners: Parks Victoria, East Gippsland Catchment Management Authority, AARDC, Trust for Nature, Weeds Victoria, Landcare, Agriculture Victoria, Arthur Rylah Institute, Victoria Environment, Land and Planning.

### Email signature blocks (hot-linked to website)

**Weed management after fire: supporting native species recovery**

Join this series of four webinars for free  
Wednesdays 10:30 am to 12:15 pm, 25 November to 16 December 2020.  
To find out more, visit SWIFFT:  
<https://tinyurl.com/WeedsAfterFire>

We look forward to working with you,  
Bianca and Kate

**Weeds at the Early Stage of Invasion (WESI) Project team:**

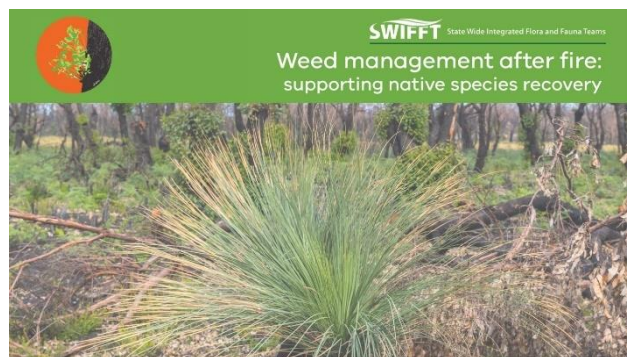
Kate Blood, Beaufort | Social media: @weedyk8 | E: kate.blood@delwp.vic.gov.au  
Bianca Gold, Horsham | Social media: Bianca Goldweeds | E: bianca.gold@delwp.vic.gov.au

**Weed management after fire: supporting native species recovery**

Listen. Watch. Learn.  
Practitioners in the field share their experience.  
Watch the webinar recordings any time:  
<https://tinyurl.com/WeedsAfterFire>



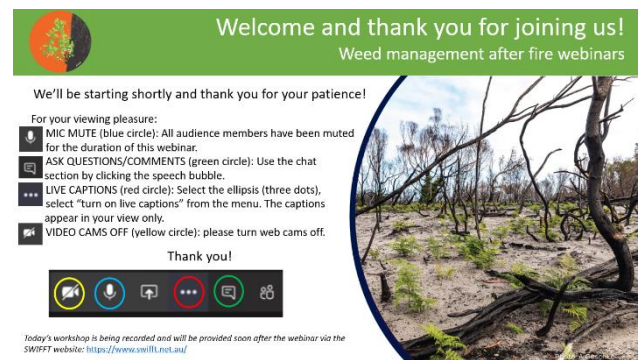
## Presenter background slides



## Thank you slide



## Welcome and closing slides



## Example of YouTube holding slides



## Appendix 10: Social media statistics

Statistics on social media posts specifically made about the weed management after fire webinar series November to December 2020.

Profile	Activity	Facebook	Twitter	Instagram	Yammer	TOTAL
@weedyk8 Kate Blood	posts	33	12	5	5	55
	likes	62	195	32	60	349
	shares	55	161		1	217
	comments	13	8		12	33
	Views/seen by		33,500		893	34,393
Bianca Goldweeds	posts	31	-	-	10	41
	likes	82	-	-	82	164
	shares	97	-	-	1	98
	comments	10	-	-	12	22
	Views/seen by		-	-	1,658	1,658
Total of just views/seen by						36,051

Shading means complete analytics not available



## Appendix 11: Screen grabs

During each webinar, screen grabs were taken, and some are included here to illustrate the different screen layouts and the information that can be shared.

### Webinar 1



Figure 12: Multiple presenters can be viewed at once and examples of two different background slides for presenters. DELWP's Damien McMaster on left, Kate Blood top right, and Bianca Gold bottom right.



Figure 13: Microsoft Teams meeting mode on a laptop screen during a shared PowerPoint presentation with the presenter, DELWP's Sally Lambourne, visible on camera bottom centre.

Webinar 2

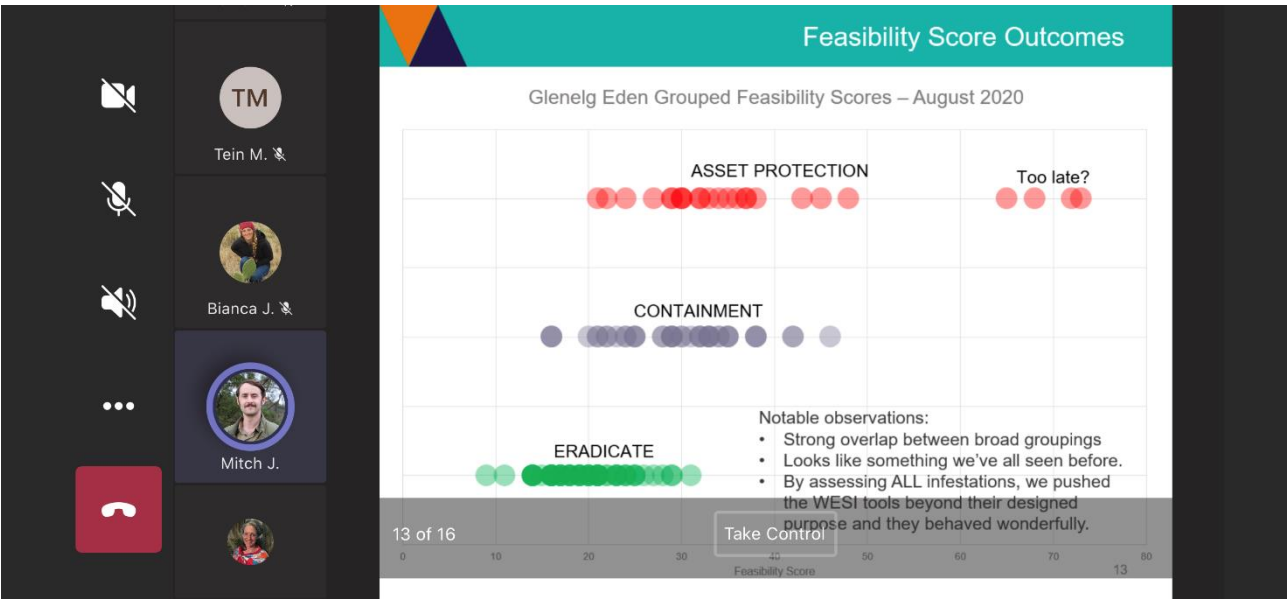


Figure 14: An organiser’s view of Microsoft Teams meeting on a mobile phone. Presenter is DELWP’s Mitch Williams.

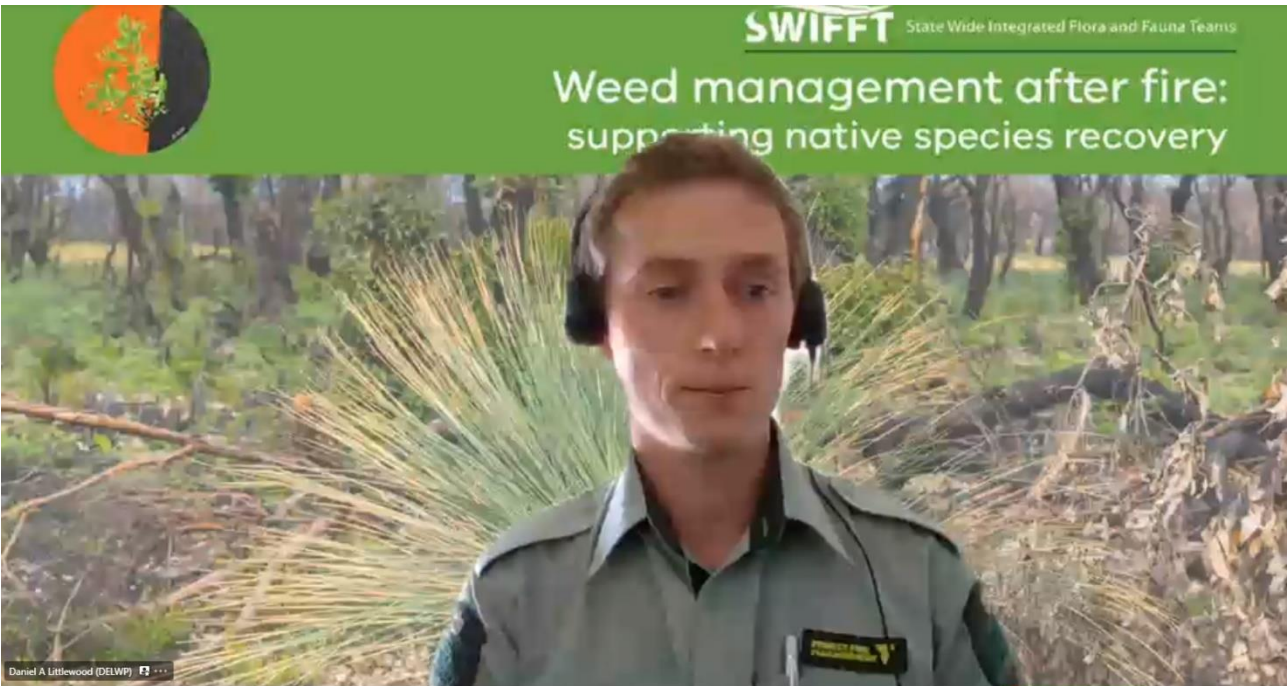


Figure 15: DELWP Presenter Dan Littlewood in front of a presenter slide.



## Webinar 3



Figure 16: YouTube live stream on a mobile phone demonstrating the detail of information that can be communicated. Presenter is Parks Victoria's Deirdre Griepma.

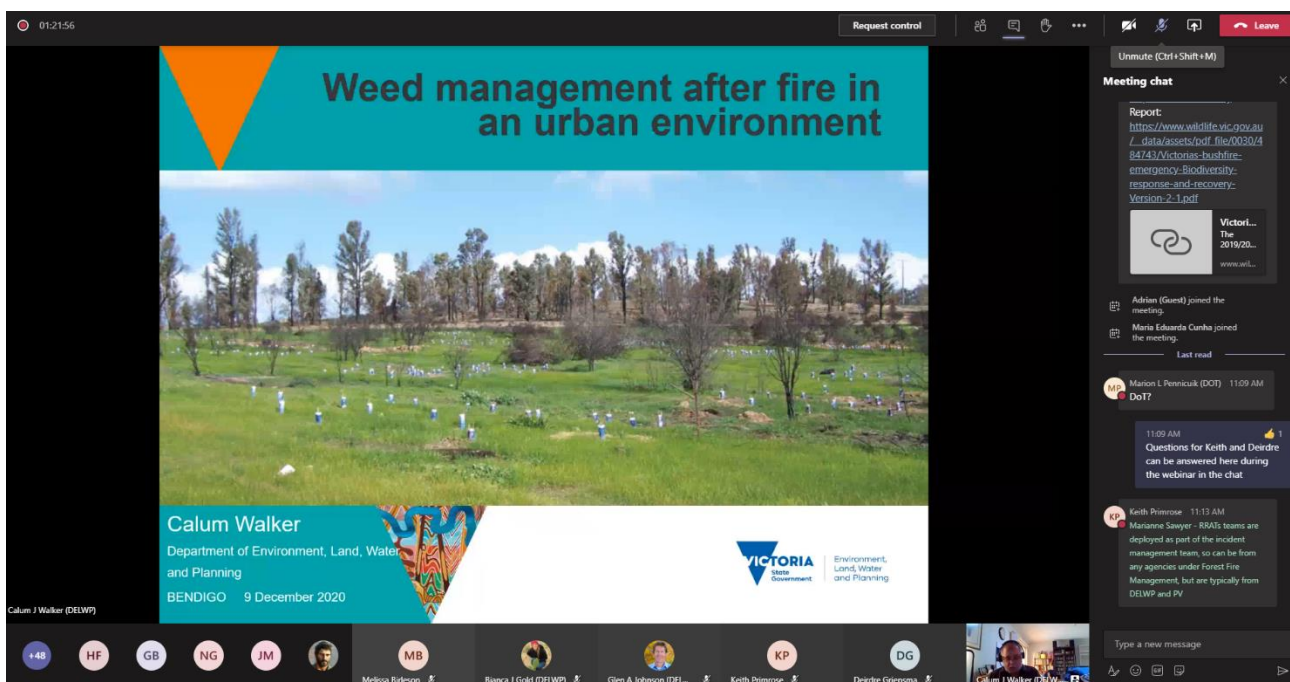


Figure 17: Presenter's introductory slide in Microsoft Teams meeting viewed on a laptop screen. Note the chat text on the right-hand side of the screen and the presenter, DELWP's Calum Walker, bottom right.





Figure 18: The value of the visual media of a webinar demonstrating things first-hand from the field. Presenter is DELWP's Glen Johnson.

#### Webinar 4

The slide features a teal header with the text "Oxeye Daisy, Ox-eye Daisy (*Leucanthemum vulgare*)". Below the header, there are two photographs: a wide landscape shot of a grassy field with many small white daisies, and a closer shot of a dense patch of daisies. To the right of the photographs, there is a map of Victoria with red dots indicating the distribution of the species, and a smaller map of Australia with a red dot in the southeast. Below the maps, there is a text box that reads: "Review this > Generally low priority post fire: Herbs in cultivated ground Post-fire weeds triage manual (2012)". At the bottom right, there is a risk score of "High 22.2" with a blue triangle pointing down. Below the score, there is a horizontal scale from "unscored 0" to "33.3" with a blue triangle pointing down at the 22.2 mark. At the very bottom, there is a small text box that reads: "Ox-eye daisy (*Leucanthemum vulgare*) at Kosciuszko National Park, NSW, 2016. Site in photo burnt in 2007 but otherwise undisturbed. Photos by: Erouse Peach (National Parks & Wildlife Service, NSW)." and "Advisory list of environmental weeds in Victoria (2018)." below it.

Figure 19: Multiple elements of information can be illustrated. Presenter is DELWP's Kate Blood.





Figure 20: A webinar creates the opportunity to share a highly visual media including images from the field. Presenter is DELWP's Bianca Gold.



Figure 21: Last-minute guest presenters can be invited to join a webinar such as Invasive Species Council's Chief Executive Officer, Andrew Cox, here presenting the WESI team with a national Froggatt Award. Andrew Cox on left, Kate Blood top right, Bianca Gold bottom right.

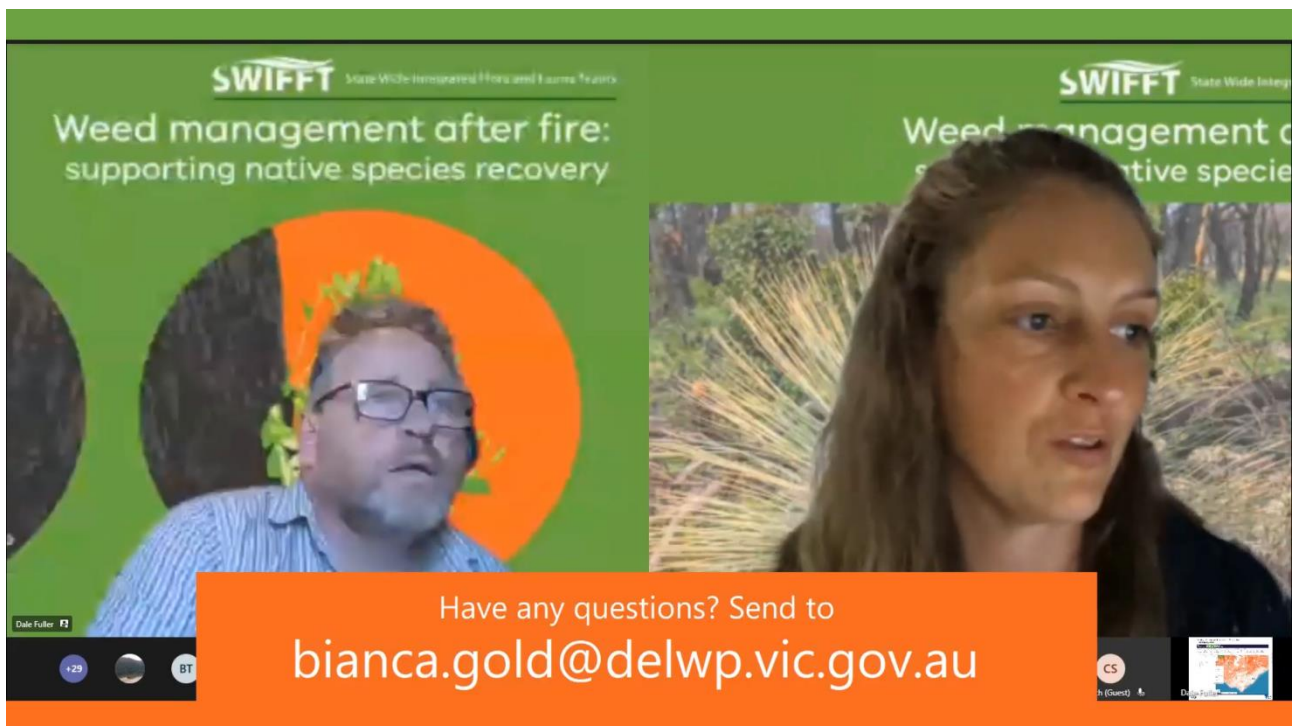


Figure 22: Here the moderator's email address, DELWP's Bianca Gold, is broadcast on the YouTube live stream to encourage viewers to submit questions for the presenter, Parks Victoria's Dale Fuller, to respond to.

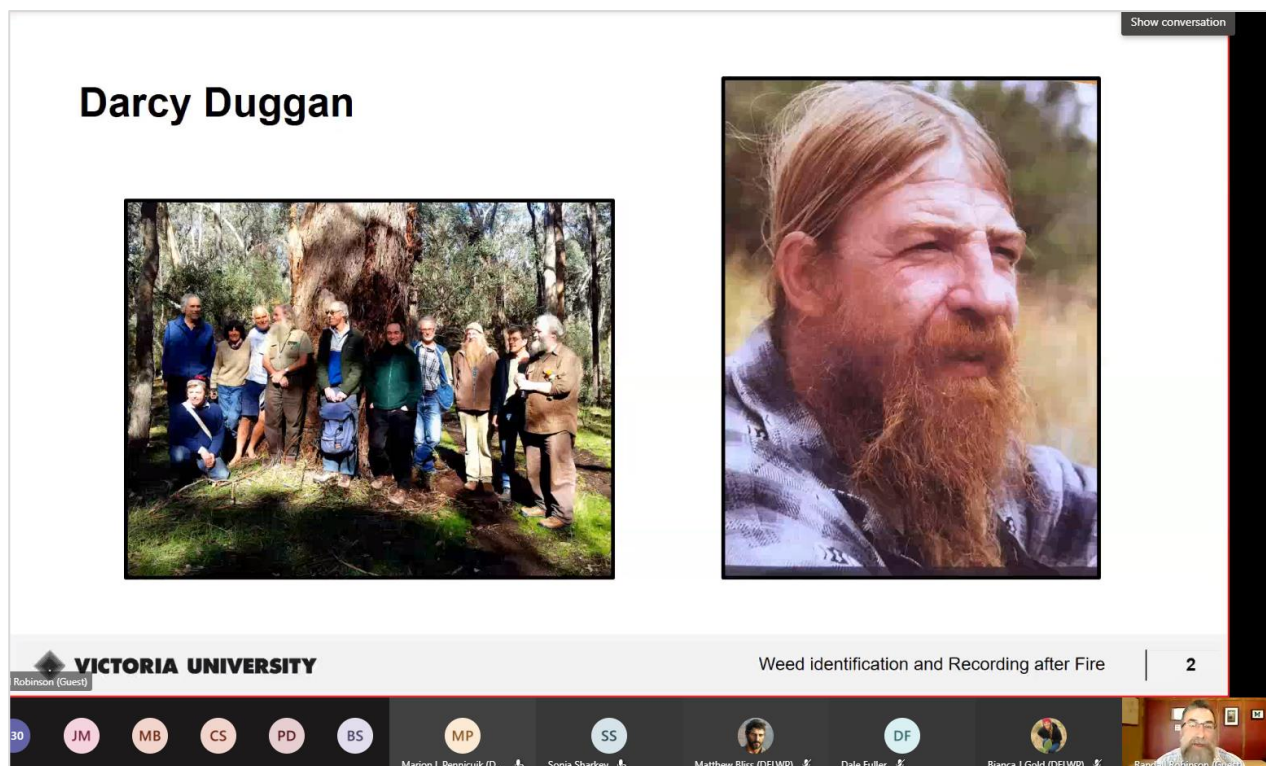


Figure 23: A webinar can be used for special tributes such as this memorial lecture by Associate Professor Randall Robinson from Victoria University (bottom right) to acknowledge the contribution of Darcy Duggan who passed away in 2020.

## Appendix 12: Webinar evaluation survey summary statistics and results

### Webinar evaluation survey summary statistics

Survey stats	W1	W2	W3	W4	total	average
Days the survey was available after the webinar	8 days	8 days	12 days	5 days	<b>33</b>	8.25
Number of respondents	29	11	11	6	<b>57</b>	14.25
Number of surveys completed	28	11	11	6	<b>56</b>	14
Completion rate	97%	100%	100%	100%	<b>397%</b>	99.25%
Typical time spent	3 mins	3 mins	3 mins	2 mins	<b>11</b>	2.75 mins
Percentage of the respondents from the live attendees on the day that responded to the survey	29 of 176 is 16%	11 of 132 is 8%	11 of 92 is 12%	6 of 77 is 8%	<b>44%</b>	11%

### Webinar evaluation survey questions and results

Q1. I heard about/ learned something that I am likely to use/ apply						
	W1	W2	W3	W4	TOTAL	%
Strongly agree	16	4	4	5	29	<b>51</b>
Agree	10	6	7	1	24	<b>42</b>
Neither agree or disagree	3	1	0	0	4	<b>7</b>
Disagree	0	0	0	0	0	<b>0</b>
Strongly disagree	0	0	0	0	0	<b>0</b>
<i>Answered</i>	<i>29</i>	<i>11</i>	<i>11</i>	<i>6</i>	<i>57</i>	<b><i>100</i></b>
<i>Skipped</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	

Summary: 93% agree or strongly agree that they heard about/ learned something that they are likely to use/ apply



### Q2. The session met my expectations

	W1	W2	W3	W4	TOTAL	%
Strongly agree	16	7	7	5	35	61
Agree	12	3	4	1	20	35
Neither agree or disagree	0	0	0	0	0	0
Disagree	1	1	0	0	2	4
Strongly disagree	0	0	0	0	0	0
<i>Comments:</i>	4	2	1	0	7	
<i>Answered</i>	29	11	11	6	57	100
<i>Skipped</i>	0	0	0	0	0	

Summary: 96% agree or strongly agree that the session met their expectations - two people (4%) disagreed due to not being able to log-in (overseas person) and poor audio quality of one presentation in Webinar 2.

#### Comments:

- Exceeded my expectations actually! Very well put together and delivered. Quality. A+ - well done and thankyou so much :)
- could not log on and see program
- Exceeded
- Loved the organisation of this. Very professional.
- not as good as the first session. audio really poor in Steve's talk
- Great to see that monitoring and mapping is being emphasised for managing biodiversity projects
- professional presentation, Interesting content

### Q3. The forum helped me to expand my network in a positive way

	W1	W2	W3	W4	TOTAL	%
Strongly agree	4	1	0	1	6	11
Agree	12	4	6	3	25	44
Neither agree nor disagree	13	5	4	2	24	43
Disagree	0	1	0	0	1	2
Strongly disagree	0	0	0	0	0	0
<i>Answered</i>	29	11	10	6	56	100
<i>Skipped</i>	0	0	1	0	1	

Summary: 55% agree or strongly agree that the forum helped them to expand their network in a positive way



**Q4. I was able to contribute to the forum as much as I wanted**

	W1	W2	W3	W4	TOTAL	%
Strongly agree	10	1	2	1	14	25
Agree	13	8	8	1	30	52
Neither agree nor disagree	5	2	1	4	12	21
Disagree	1	0	0	0	1	2
Strongly disagree	0	0	0	0	0	0
<i>Answered</i>	<i>29</i>	<i>11</i>	<i>11</i>	<i>6</i>	<i>57</i>	<i>100</i>
<i>Skipped</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	

Summary: 77% agree or strongly agree that they were able to contribute to the forum as much as they wanted

**Q5. I will recommend the webinars or their recordings to others**

	W1	W2	W3	W4	TOTAL	%
Strongly agree	21	7	5	5	38	68
Agree	7	2	6	1	16	28
Neither agree nor disagree	0	1	0	0	1	2
Disagree	1	0	0	0	1	2
Strongly disagree	0	0	0	0	0	0
<i>Answered</i>	<i>29</i>	<i>10</i>	<i>11</i>	<i>6</i>	<i>56</i>	<i>100</i>
<i>Skipped</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>1</i>	

Summary: 96% agree or strongly agree they will recommend the webinars or their recordings to others

**Q6. I have a better understanding about weed management after fire**

	W1	W2	W3	W4	TOTAL	%
Strongly agree	17	3	4	2	26	46
Agree	8	8	7	4	27	47
Neither agree nor disagree	2	0	0	0	2	3
Disagree	1	0	0	0	1	1
Strongly disagree	0	0	0	0	0	0
<i>Comments:</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>3</i>
<i>Answered</i>	<i>28</i>	<i>11</i>	<i>11</i>	<i>6</i>	<i>56</i>	<i>100</i>
<i>Skipped</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	

Summary: 93% agree or strongly agree they have a better understanding about weed management after fire

Comments:

- I really liked the presentation that talked about the mechanisms behind weed establishment and how they alter their ecosystem to suit a "weed community".
- access to Dr Judy Fishers presentation would be great

#### Q7. I would like to learn more about weeds

	W1	W2	W3	W4	TOTAL	%
Strongly agree	18	7	5	3	33	59
Agree	8	3	6	3	20	36
Neither agree nor disagree	2	1	0	0	3	5
Disagree	0	0	0	0	0	0
Strongly disagree	0	0	0	0	0	0
<i>Answered</i>	<i>28</i>	<i>11</i>	<i>11</i>	<i>6</i>	<i>56</i>	<i>100</i>
<i>Skipped</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>	

Summary: 95% agree or strongly agree they would like to learn more about weeds

#### Q8. Please tell us what else you would like to learn about weeds

	W1	W2	W3	W4	TOTAL	%
<i>Answered</i>	<i>20</i>	<i>9</i>	<i>5</i>	<i>3</i>	<i>37</i>	<i>65</i>
<i>Skipped</i>	<i>9</i>	<i>2</i>	<i>6</i>	<i>3</i>	<i>20</i>	<i>35</i>
					<b>57</b>	<b>100</b>

Summary: 65% told us what else they would like to learn about weeds

Comments:

- Control methods, timing of ect
- I am interested in the prioritization of weeds in a post and pre fire program. I am sure this is covered in the up coming webinars.
- Examples of effective control measures incorporating revegetation.
- Best methods for treating the most common problem weeds. How to best manage new and emerging weeds, when you don't know weeds too well/what to be looking for - as they aren't too common yet?!
- Evaluating weed impact and cost of weed impact vs weed control so that we can make better decisions on what weeds to prioritise
- Identification, prioritization, and how weeds can transform an ecosystem. Not that these topics are not being covered, but there is just always more to learn.
- weed ecology
- Key methods of dispersal and how to mitigate this, pros and cons of different control methods, how to use surveys and spatial data to plan control.

- about their seed ecology
- Always trying improve ID skills
- More about the practical management options.
- Bearing in mind I missed the first ~45 minutes, high threat weeds we should look out for as we're working around Victoria. In particular, those new and emerging species which could take off if not controlled early in their emergence.
- Objective methods to distinguish between 'passenger', 'driver' and 'transformer' species.
- best control methods, ID, prioritisation, developing area plan
- Overall best strategy to tackle widely established weeds, eg: start with corridors and small colonies. Also, strategy to engage stakeholders in training, when they may perceive that they already know all they need to know!
- prioritization - when and where to treat weeds in across such a massive landscape like East Gippsland
- messages to pass on to on-ground staff - roadsides, rail reserves
- Prioritisation of weed control at the landscape scale
- management effectiveness across difference ecosystems
- I think the life cycle of weeds.
- Latest methods of control & mapping
- balancing roadside weed management to maximise other factors with climate change - wildlife corridors, biodiversity, fire safety, road user safety, staff safety, access for pipelines, poles etc.
- about the weeds that are abundant after fire but by a number of years after fire, they drop out of a native system
- Alternative control methods, emerging weed species, prioritising weed control strategies
- identification
- Application of prioritisation tools.
- More on how to control without chemicals and setting priorities amongst a set of weeds
- Weeds have always been an interest of mine - and now I work in the field.
- Interested in new and emerging weeds and possible management methods for my area.
- I was particularly interested in the WESI method of prioritising weeds by the score method.
- Useful networks and resources.
- Control techniques for grassy weeds in Grass remnant
- roadsides
- Alternative treatment options
- Identification and management practices
- More on how to distinguish weeds from native look-a-likes.
- How to identify in the early stages as Randall eluded to
- more on systems ecology, knowing the life cycle of weeds, more on early identification where indigenous plants might be mistaken

#### Q9. How did you first find out about the webinar?

	W1	W2	W3	W4	TOTAL	%
Direct email from the Weeds at the Early Stage of Invasion (WESI) team	14	5	5	5	29	50
Facebook	2	1	2	0	5	9
Twitter	1	0	0	0	1	2
Instagram	0	0	0	0	0	0
Colleague or friend	6	2	3	0	11	19
Newsletter	2	1	0	1	4	6
Yammer (DELWP)	0	1	0	0	1	2
Other (please specify)	4	2	1	0	7	12
<i>Answered</i>	25	10	10	6	51	
<i>Skipped</i>	4	1	1	0	6	
number of answers so percentages calculated using this total					58	100

#### Summary:

- 75% found out first about the webinars from a direct email (including 50% direct from the Weeds at the Early Stage of Invasion (WESI) team)
- 14% found out first about the webinars from social media
- 6% found out first about the webinars from a newsletter
- 5% found out first about the webinars from other not specified

#### Comments:

- SWIFFT
- swift
- enviroweeds' list server
- Specifically, Tas weeds group
- email from Melinda Corry
- Came through an email, but I cannot remember where from.
- Email

#### Q10. Any other comments on the presenters and webinar today?

	W1	W2	W3	W4	TOTAL	%
<i>Answered</i>	16	6	8	5	35	61
<i>Skipped</i>	13	5	3	1	22	39
					57	100

Summary: 61% made comments about the presenters and the webinar

#### Comments:

- Great presentations, I really enjoyed the way Judith tied of her talk together at the end to explain her lessons learned.
- Very good presenters who provided new information otherwise not easily accessible to broader community. Good job to organisers as well.
- Just my sincere thanks again. So professional and helpful! What a fantastic initiative - hopefully we can have more webinars like this in the future, that makes it really easy for people like myself working in remote areas, to be able to attend :) thank you, thank you, thank you!!
- Could not get in to view the webinar
- really good
- Nice variety of presenters and topics.
- None
- Found the information very good and presented in a way that was easy to understand and relate to
- Judy Fisher was excellent! The most useful and thought provoking presentation I have been to in my two years in this role - Biosecurity. I enjoyed having the opportunity to hear from an academic in the field. I wish there were more regular opportunities like this forum to connect academics and government. Thankyou.
- Good to see practical case studies. Also good to hear the extra context re traditional burning practices that developed over many thousands of years in the absence of weeds. Perhaps some slides could have used larger text and better contrast to background. Chat line not available on YouTube. Could various links promised be added to repeat presentation?
- Very well done. However, while Judy Fisher is well qualified to talk about environmental weeds, her research at Bold Park (Perth) and vine forests in the Kimberley has real limitations for application in Victoria. For example, her comments about the post-fire germination event just starting now in Victoria is quite misleading. Also, I prefer less tendency to infer causality from correlation; e.g. indigenous vegetation may be in poorer ecological condition in areas where *Pelargonium capitatum* is denser, but that doesn't imply, on its own, the the latter causes the former.
- very professional presentations
- I would like to hear more from Judy. Our NFP group is in WA, with diminishing grants available. Judy's work may help to tailor applications for grant criteria in a new and innovative way.
- Well done Kate and Bianca and co.!
- Excellent presenters and great wealth of knowledge.
- great stuff team!!!
- Well done!
- Well presented; diverse presenters tackling issues in different environments with different priorities
- Presenters good, sound quality not so good, especially 1st presenter
- Just a bit of sound trouble with the 1st presenter. Otherwise quite good
- Steve's screen presentations were not as well suited due to the complexity. Content and systems were great but along with audio issues it was harder to digest.
- the sound on the first presentation was difficult to hear. But overall the presenters where excellent and really like the fact we can access the talks again to gain further information over time.
- Very interesting presentation
- Good value



- none
- Found the webinar very informative and interesting
- All great information, they spoke well
- Great presentations. Wonderful to see the depth of knowledge and experience at work from urban to wild landscapes and coping with the different overlaid values. No glitches today! Attending only as an observer for a small Friends group so unlikely to be in a position to apply or collaborate much, though interesting to hear Calum's comment re seeds vs tubestock and planters skills or lack thereof!
- Great presentations. Spoke clearly, were easy to hear, good mix of visuals etc
- Fantastic webinar series! Loving it. The amazing planning and organising from the WESI team shines through!
- Wonderful series of presentations, especially the Darcy Duggan Memorial lecture. It was wonderful to learn about his influence and connections beyond the Dandenongs. Here in the Hills he has been a good friend, always helpful for the many Friends groups with advice, tours, courses and projects especially through Southern Dandenongs Landcare Group where he was President for many years. I always learned something from him, even in idle chit chat. His passion and dedication to recover and protect our natural landscapes are unmatched, and he leaves a great legacy in many places through the Dandenongs and is missed by all who knew him.
- Well done, thank you both :)
- Enjoyed and learnt something, as I have with the whole series. Great work Team thank you
- presenters all informative - but unfortunately I saw very little other than their initials on the screen. Could see Bianca's but almost nothing of Kate's, nothing of Dales, one only slide of Randall's ..... somewhere along the way there is a bandwidth problem that I do not have with Zoom presentations
- This has been an excellent series, great that we can go back and watch recording - as there has been so much to take in.

# Abbreviations and glossary

## Abbreviations

#	hashtag
#	number
ACT	Australian Capital Territory
Ag	Agriculture
am	ante meridiem
AM	Member of the Order of Australia
ARI	Arthur Rylah Institute
Assoc Prof	Associate Professor
BBRR	Bushfire Biodiversity Response and Recovery
BG	Bianca Gold
DELWP	Department of Environment, Land, Water and Planning
Dr	Doctor
e.g.	example
<i>et al.</i>	et alia
etc.	Et cetera
FFMVic	Forest Fire Management Victoria
GMT	Greenwich Mean Time
Goldie	Bianca Gold
hrs	hours
ID	identification
Inc.	incorporated
incl	including
ISBN	International Standard Book Number
KB	Kate Blood
mins	minutes
MS	Microsoft
NE	north east
NSW	New South Wales
pers. comm.	personal communication
PhD	Doctor of Philosophy
pm	post meridiem
Pty Ltd	Proprietary Limited
Q	question
Q&A	question and answer
RBGV	Royal Botanic Gardens Victoria

SA	South Australia
SE	south east
SWIFFT	State Wide Integrated Flora and Fauna Teams
URL	uniform resource locator
USA	United States of America
UTC	Coordinated Universal Time
Vic	Victoria
VISF	Victorian Invasive Species Forums
W	webinar
W1, W2, W3, W4	webinar 1, 2, 3 etc
WA	Western Australia
WESI	Weeds at the Early Stage of Invasion

## Glossary

**Collaborator:** collaborating agency, group or individual working together to make, in this situation, a webinar happen.

**Organiser:** person assisting with, in this situation, the organisation of a webinar.

**Presenter:** person presenting within, in this situation, a webinar. There may be more than one presenter in each webinar.

**Scheduled times:** are the times that were planned in the program. The actual times taken may have varied depending if presenters, questions and answer sessions, opening and closing comments etc were over or under the expected times.

**Webinar:** used to describe each event within, in this situation, the webinar series. Webinar 1, 2, 3, 4 and the theme or title of the individual webinars. A seminar held online via the internet.

**Webinar series:** describes the series for, in this situation, the 'Weed management after fire' webinar series, i.e. more than one webinar.