

DIF Online Hub Guide



Digital
Innovation
Futures



Contents

Introducing dif.vic.gov.au	3
Create your DIF Account	4
Manage your Account	5
Event categories	6
Search and Create Alerts	7
Submit An Event	10
Review your listing	19
Publishing	20
Privacy Policy and Terms and Conditions	21
Privacy Statement	21
Accessibility	24
Design	24
Web Content Accessibility	24
Information formats	24
Experiencing difficulties?	24
Further support	25

Last updated 18 July 2023

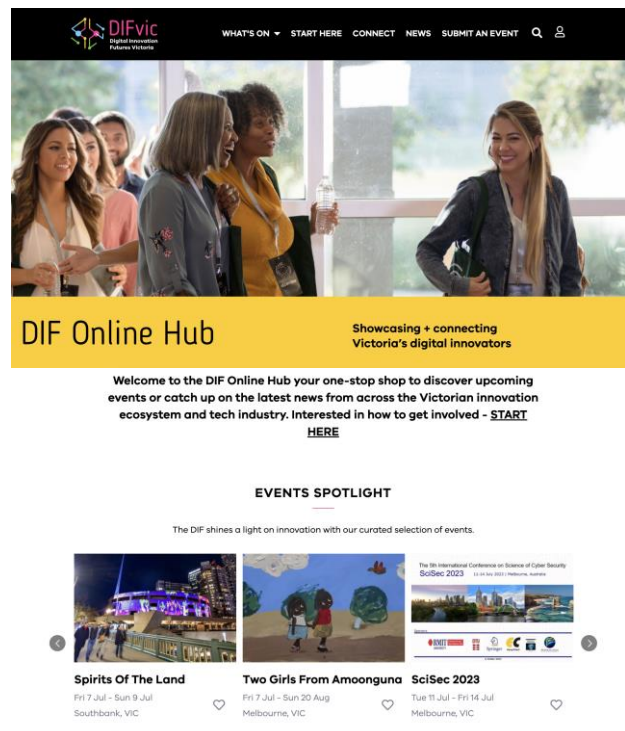
Introducing dif.vic.gov.au

Digital Innovation Futures (DIF) is a year-round platform to amplify the profile of Victoria's vibrant tech sector, showcase and celebrate Victoria's digital innovators and facilitate connections within the digital ecosystem. DIF features an annual two-week flagship festival.

The DIF Online Events Hub contains all information about the annual events program and festival. The searchable calendar showcases current and future events. Featured events are highlights, partner events are those posted on the hub and community events are sourced from across the web.

Delivered by a local Melbourne company, Everi is your personal events concierge so that you are up to speed about events in your local community, events in places you are planning to visit or events happening in the place you are at right now!

Event Hubs showcase everything that's on for the community, in one place. It is a customized and multi-channel event platform that includes automated and tailored event content matched to a topic or audience category.



Create your DIF Account

Create a profile on the DIF Online Events Hub and manage all your events under the one account.

Festival attendees can curate your personalized DIF experience and manage your own shortlist and calendar and set event alerts to arrive on your in box at a time that suits you.


Event hosts can easily submit, manage, and check on the progress of all your events.

Visit the DIF Online Event Hub at any time by clicking the profile icon in the upper right hand corner and selecting Profile from the menu.

Register

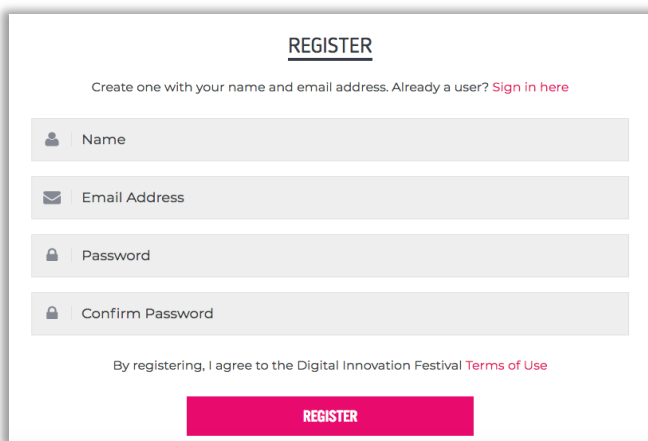
First step is to register your DIF User Account on the DIF Online Events Hub.

We invite you to register for a DIF User Account, whether you are an Event Host or an audience member.

To do so, click the sign in icon  in the top right corner and click 'Register Here' on the next screen.

You can visit the online event hub at any time by clicking the person icon in the upper right-hand corner and selecting 'Profile'.

You can become an Event Partner and Post an Event manage your events under your profile and check the progress of your submitted events.



The screenshot shows a registration form titled "REGISTER". Below the title, it says "Create one with your name and email address. Already a user? [Sign in here](#)". The form has four input fields: "Name" (with a person icon), "Email Address" (with an envelope icon), "Password" (with a lock icon), and "Confirm Password" (with a lock icon). Below these fields, there is a line of text: "By registering, I agree to the Digital Innovation Festival [Terms of Use](#)". At the bottom of the form is a pink button labeled "REGISTER".

<https://dif.vic.gov.au/account/registersignin>

Sign In

Once you have created your DIF User Account you will receive an email inviting you to 'Activate' your account. Once activated you can Then you login with your email address. If you have had events in previous DIF festivals your original account will still be active.

Or if you've forgotten your password, simply [reset it here](#).

[<https://dif.vic.gov.au/forgotten-password>]

Manage your Account

My Account

Once you sign up everything can be managed under 'My Account.'

To access your account, select the person icon in the upper right-hand corner and choose 'Profile' in the menu. Note this is also where you can 'Remove My Account.'

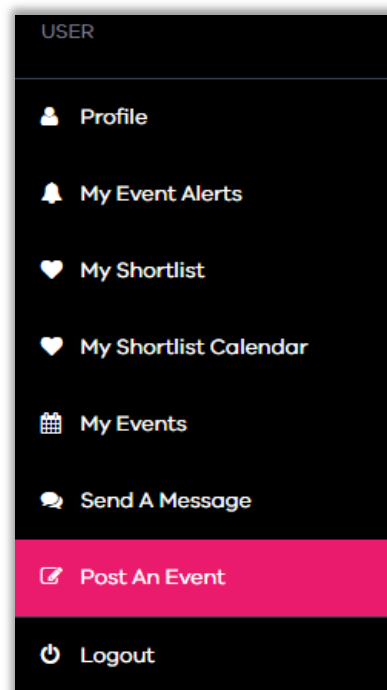
The sections of your account are explained in detail in the following guide.

My Event Alerts

My Event Alerts is where you can manage the regularity you receive email alerts.

My Shortlist

Any events that you saved with a ♥ it will appear in My Shortlist



My Shortlist Calendar

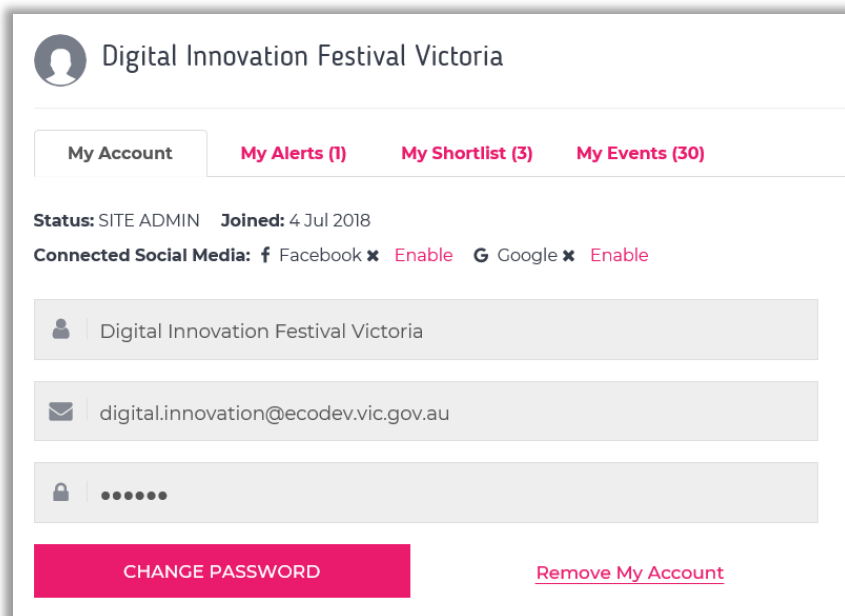
This is where you can see all your shortlisted events in a calendar view, making it easier to plan your festival experience.

My Events

If you decide to post an event on the DIF Online Events Hub this tab is where you can monitor and manage your events.

Send a Message

To get in touch with the DIF team you can easily do so here by sending us a message.



Event categories



The DIF events program is curated across eight categories to allow you to easily navigate to content that is of interest to you by topic, audience or format. Categories help people navigate the program of events. Make sure you select the most appropriate categories for your event. It means your event will appear in more searches, it also will be included in the landing pages per category.

BY TOPIC

[Emerging Technology](#)

[Future Jobs](#)

[Digital Inclusion](#)

[Online Business](#)

BY AUDIENCE

[Entrepreneurs + Startups](#)

[Business + Industry](#)

[Education + Research](#)

[Community + Public Sector](#)

BY FORMAT

[DIF Live](#)

[DIF On Demand](#)

[DIF Hubs](#)

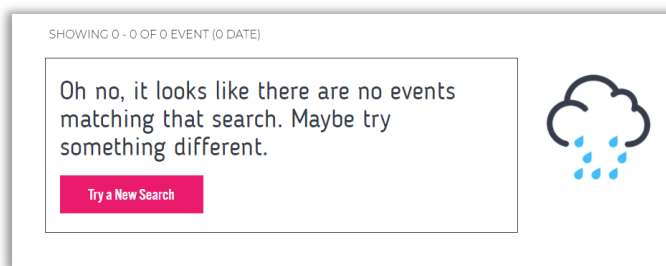
[DIF for Regions](#)

Search and Create Alerts

Search

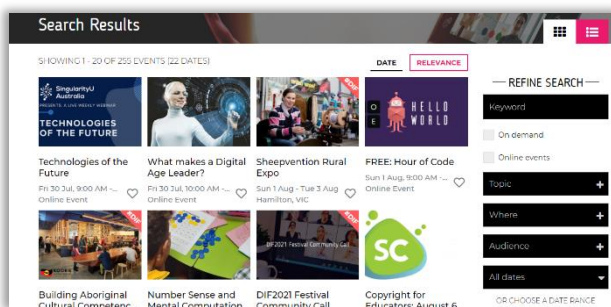
First step is to conduct an advanced search and follow the prompts.

If your search is too specific it will let you know there are no events matching your search. So simply search again.

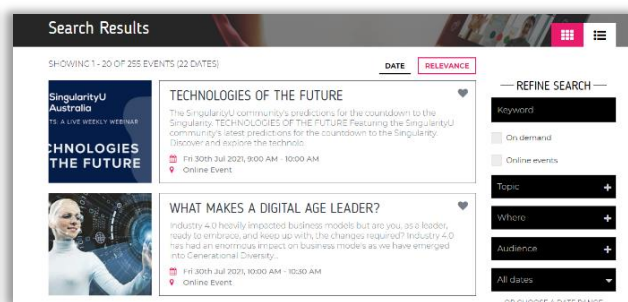


Search Results

Once your results are displayed you can view them in grid or list view and order by date or relevance. To go between the grid and list views toggle between the two tabs above 'Refine Search'.



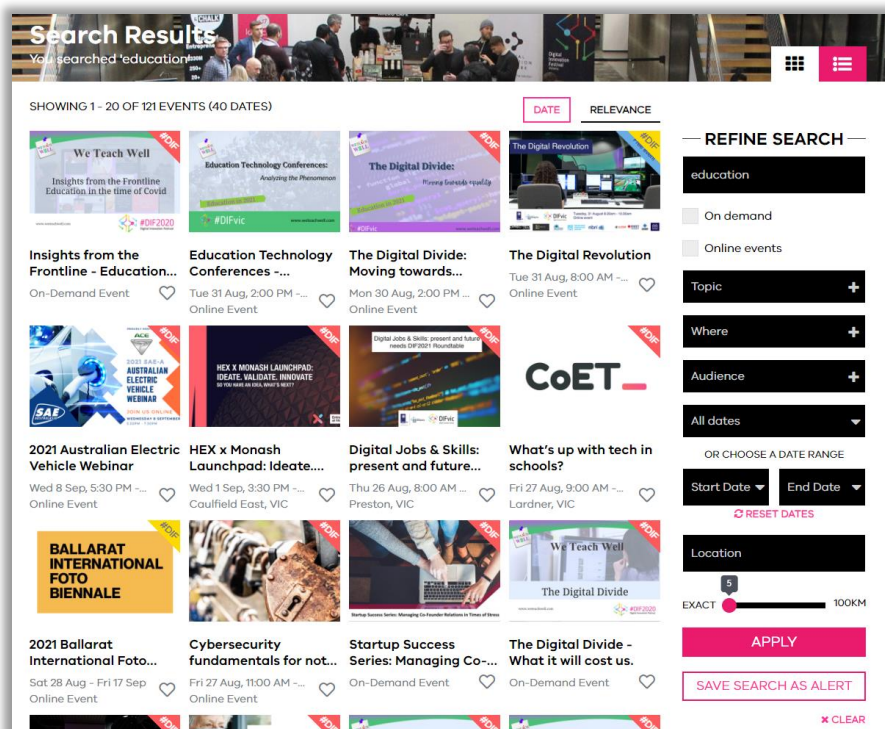
2 Event Listing Grid View



3 Event Listing List View

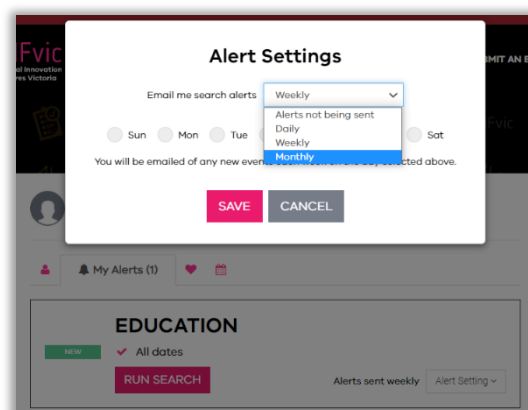
Save Search as Alert

To save your search click Save Search as Alert under the Refine Search tab and your search will appear under My Event Alerts.



My Saved Event Alerts

My Event Alerts is where you can manage the regularity you receive email alerts via the Alert Setting drop down. To view all events under the saved search simply select Run Search. You can also create new alerts anytime. To change your alert settings simply go to dif.vic.gov.au/myeventalert/1.

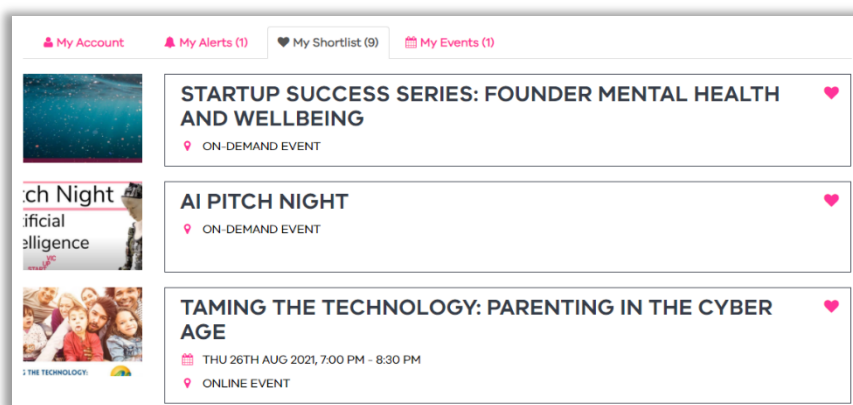


My latest event alerts emails

Your latest event alerts are sent direct to your inbox. Stay on top of what's happening around you! Here is your list of upcoming events. Click here to view all events matching your search.

My Shortlist

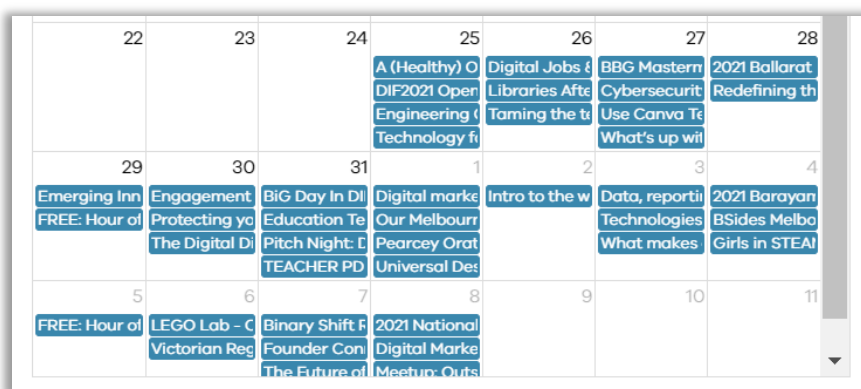
Any events that you saved will appear here in a list so you can easily see what events you are interested in attending.



Your DIF On Demand list will also be here and you can click on and view an On Demand event without leaving the site.

My Shortlist Calendar

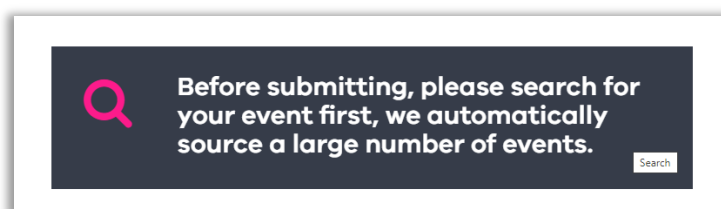
You can view your shortlist in a one page calendar. At this stage, the platform does not integrate with external calendars so this is just a list for your reference for the events that are coming up.



Submit An Event

Click the Submit an Event link in the header of the site or via your account. This will open a new page with the Event Registration Form. You can access this page directly <https://dif.vic.gov.au/newevent>

To help in your event planning, please note the information required to submit an event listing. Please fill out your event details below. Required fields are marked with an asterisk *.



The DIF Online Event Hub crowdsources events via the Everi platform, a consolidation of Australia's events, an aggregator, a marketplace so that you know what's on, when and where.

Events are sourced from across the web from popular booking sites, Eventbrite, Humanitix, Meetup, Facebook, Try Booking and a range of other publicly available sites. Before submitting your event, we suggest you do a search as it may already be listed.

If you do find that it is already listed, contact the DIF Victorian team and advise them if you would prefer to submit your own version so you can update it in case things change. Then the existing listing will be removed.

Submit An Event

Before submitting, please search for your event first, we automatically source a large number of events.

Please fill out your event details below. Required fields are marked with an asterisk *.

1 EVENT DETAILS

My Event Title *

Event Organiser

Topic

Where

Audience

2 EVENT LOCATION

☐ Online

Set The Location *

Enter an address manually

3 EVENT DATES

☐ On-Demand Events

SINGLE DATE **RECURRING DATES**

Date * Start Time End Time

Add More Dates Cancel

4 DESCRIPTION *

5 CONTACT AND BOOKING DETAILS

Contact Phone Number Contact Mobile Number

Contact Email Address

Event Website URL

Ticket Booking URL

Include full URLs

6 COVER IMAGE *

Drop your image here or click to add one!

File can be jpg, jpeg, png, gif or webp, less than 2mb, standard image dimensions are 1000px wide by 1000px high or 3:2 aspect ratio.


SUBMIT

1. Event Details

Event Title: What's your event title?

Event Organiser: Who is the individual or organisation hosting the event?

Categories

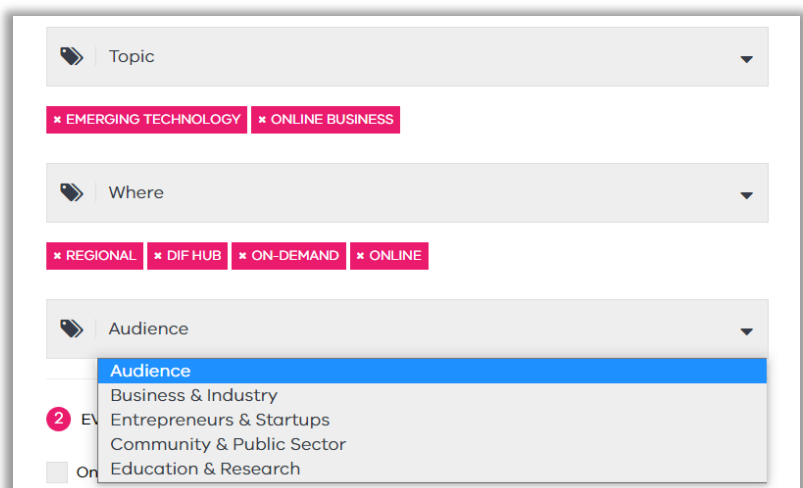
Tag your event with the most appropriate categories . This will help people find your event as it will appear in more searches. Your event will also be included in the landing pages of each relevant category on the DIF Online Event Hub. It also ensures your event is included in marketing targeted to the interests of the DIF Community.

Only select the most relevant that apply to your event. You can select multiple categories under the drop-down menus.

Topic: Emerging Technology, Future Jobs, Digital Inclusion and Online Business.

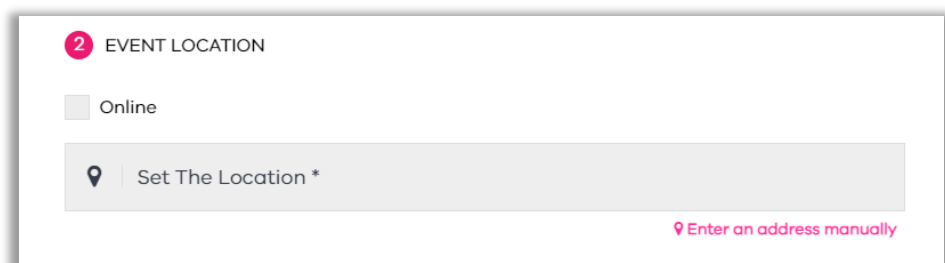
Where: Select all that apply to your event: CBD, Melbourne, Regional, DIF Hub, Online, On-Demand.

Audience: Business & Industry, Entrepreneurs & Startups, Future Workforce, Community & Public Sector.



2. Event Location

There are two locations for events: a venue at a physical address or online via a virtual platform.



Location: Street Address

Please indicate the location of the event by entering the street address. If this is a known address it will pre-populate with a list of options, please carefully select the most appropriate. For MCEC below, it is best to use the full listing MCEC Convention Centre Place, South Wharf not just MCEC South Wharf.

2 EVENT LOCATION

☐ Online

3

- ☐ MCEC Convention Centre Place, South Wharf VIC, Australia
- ☐ MCEC - Prayer Room Convention Centre Place, South Wharf VIC, Australia
- ☐ MCEC South Wharf VIC, Australia
- ☐ Melbourne Convention and Exhibition Centre Loading Dock Normanby Road, South Wharf VIC, Australia
- ☐ Marist College Eastwood Hillview Road, Eastwood NSW, Australia

powered by Google

Location: Online

If the event is an online event, select this option and a different field will appear.

Enter a description of the type of event, format, platform and how people will receive information to access the online event.

This is not for a description of the topic of the event, that is in section 4.

2 EVENT LOCATION

☒ Online

3

- ☐ Online webinar
- ☐ Online masterclass held over four half day sessions.
- ☐ Online via Zoom
- ☐ Online with Facebook Live
- ☐ Online workshop
- ☐ Online – a link to join will be received upon registration

3. Event Date(s)

There are two ways to host an event, live or on-demand.

- DIF Live is an event scheduled for a specific date and time
- DIF On Demand is a pre-recorded session available to watch online at anytime

DIF Live event

Indicate the date and time of your event. If you have a one-off event, select the Single Date tab. If you are hosting an event that occurs over multiple days select the Recurring Dates tab. Please do this instead of submitting a new event per date.

Single date

The screenshot shows the 'EVENT DATES' section of a form. At the top, there is a tab labeled '3 EVENT DATES'. Below it, there is a checkbox for 'On-Demand Events' with an information icon. Two tabs are visible: 'SINGLE DATE' (which is selected) and 'RECURRING DATES'. Under the 'SINGLE DATE' tab, there are three input fields: 'Date*' (with a calendar icon), 'Start Time' (with a clock icon), and 'End Time' (with a clock icon). Below these fields are two buttons: 'Add More Dates' and 'Cancel'.

This screenshot shows the 'SINGLE DATE' tab selected. The 'Date*' field now contains the date '25/08/2021'. A date picker calendar is open, showing the month of August 2022. The date '25' is highlighted in red. The 'Start Time' and 'End Time' fields are still empty. The 'Add More Dates' and 'Cancel' buttons are still present.

Add More Dates allows you to also select different times for the session.

DATE	START TIME	END TIME
25/08/2022	08:00 AM	12:00 PM
26/08/2022	10:00 AM	02:00 PM
30/08/2022	12:00 PM	04:00 PM

4 DESCRIPTION *

Recurring dates

Select Daily or Weekly and the day, perhaps you have a three day conference. Or, if you run a weekly webinar on a Friday select the day. Set the Start and End dates and times.

☐ Daily ☒ Weekly

☐ Sun ☐ Mon ☐ Tue ☐ Wed
☐ Thu ☐ Fri ☐ Sat


Start Date * **End Date ***


Start Time **End Time**


SINGLE DATE


RECURRING DATES

☒ Daily ☐ Weekly

 Start Date *

 End Date *

 Start Time


 End Time


Add more dates to cover different periods such as monthly or quarterly.


SINGLE DATE


RECURRING DATES


☒ Daily ☐ Weekly


 25/08/2022


 01/09/2022


 08:00 AM

 06:00 PM

 22/09/2022

 29/09/2022

 06:00 PM



September 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Add More Dates

Cancel

DIF On Demand

There is also the option to post a pre-recorded event as part of the DIF On Demand program.

Under Event Dates select the On-Demand Events tick box and the fields will change. At this stage we only offer YouTube videos, please simply copy the URL and paste it.

This will then embed the video into the DIF Online Event Hub and people can view your session without leaving the site. Your YouTube account will track views and will also remain on your account.

If you want to share content that previously was only available to members or you want to offer an exclusive series of webinars you can keep the video hidden or private but the link will still play.

3 EVENT DATES

☒ On-Demand Events ⓘ

YouTube Video URL *

Video Information

Converting listing to On Demand

Navigate to My Events and select EXPIRED. There is the option to Duplicate the event which will create a new version that you can then select On-Demand and add in the video information. We suggest you may want to change the title of the event so that it isn't tied so much to the year, but focus more on the content/topic.

We also recommend including some information about your organisation in the description if you didn't previously.

As people won't need to book, leave that field blank but add in your main website in the event URL field and a contact number and email. That way people who are interested can learn more about you.

Pearcey Foundation

My Account My Alerts My Shortlist My Events (1)

PENDING
APPROVED
REMOVED (1)
EXPIRED

PEARCEY ORATION + VICTORIAN ENTREPRENEUR OF THE YEAR AWARD EXPIRED

TUE 27TH AUG 2019, 6:00 PM

WOODWARD CONFERENCE CENTRE, PELHAM STREET, CARLTON VIC, AUSTRALIA

Duplicate

Event Listing View has the video embedded. Hit play and the video player opens up and you can use the controls without leaving the site.



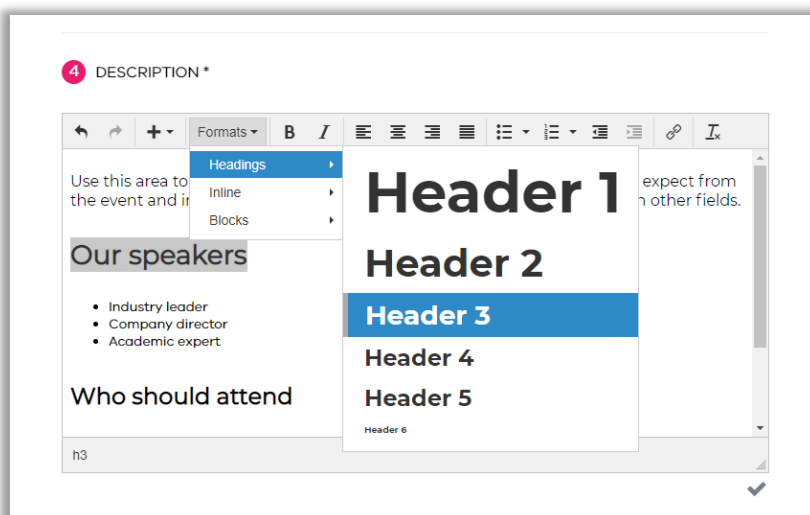
4. Description

Please use this area to give a quick description of what an audience member can expect from the event and include any details about your event that are not captured in other fields.

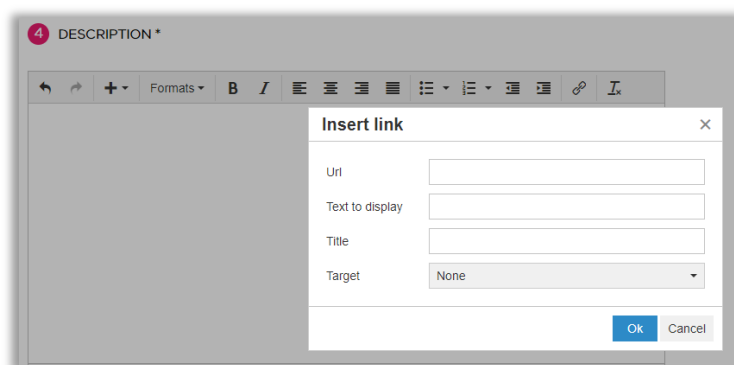
- What are the topics
- What will people learn
- Who is speaking?
- Who should attend?
- What level is the event? Beginner/expert

Formats

Please use the CMS editor in the Description section. Headers help your audience process the information either visually or via a screen reader. The main website uses Header 1-2 so in the Description section please select from Header 3-5 in hierarchy of importance of information.



Links to speaker bios and your organisation can help drive engagement beyond just the event. Use the Insert Link function in the CMS to add the URL. Check that it is correct.



5. Contact and Booking Details

As some details may not be available at the initial time of submission, you can simply put a contact email or a link to your website until your booking arrangements are in place.

Contact Number: Please provide at least one number we can reach you at.

Contact Email: Provide the best email to contact you and make sure it is monitored and you respond promptly.

Event Website URL: When submitting the URL please include "http://"

Ticket Booking URL: If you have a ticket booking URL please indicate so.

All ticketing is the responsibility of the event host, there are many online booking platforms.

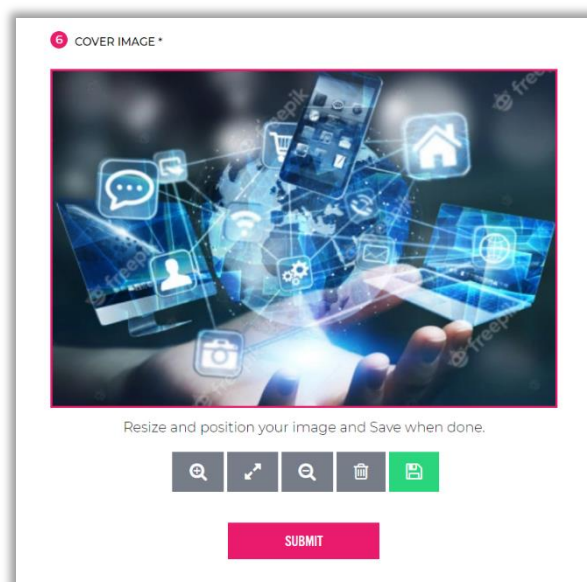
- [Eventbrite](#)
- [Humanitix](#)
- [Try Booking](#)
- [C-Vent](#)

6. Cover Image

Upload your event image to the correct size: 900 x 600

Make sure to SAVE once you upload your image. The event cannot be submitted until it is saved.

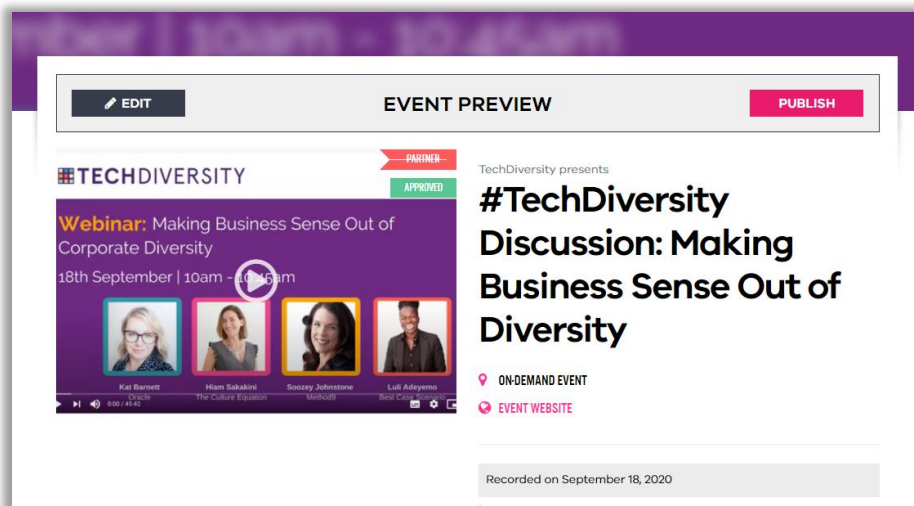
Sometimes there are issues with image size and uploading. If this happens, try upload a placeholder image with no text and it will come to the DIF team to approve and we can assist you. Please contact us if you have any issues and we will provide support.



Review your listing

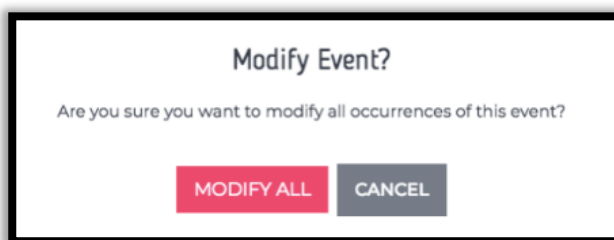
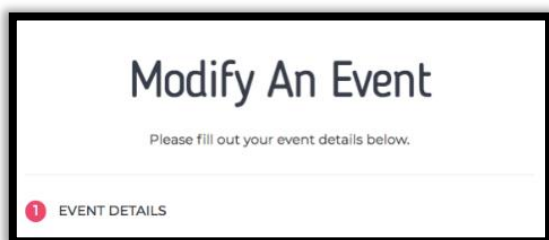
Event Preview

Select Event Preview to check your event has all the correct details, links, URLs and images then when you are ready select Publish. You will get an alert when it is submitted for approval.



Modify Event

To update or edit your event listing, such as a change of venue, simply select Modify. If you have multiple events in a series you can select Modify All.



Change Event to Online or On Demand

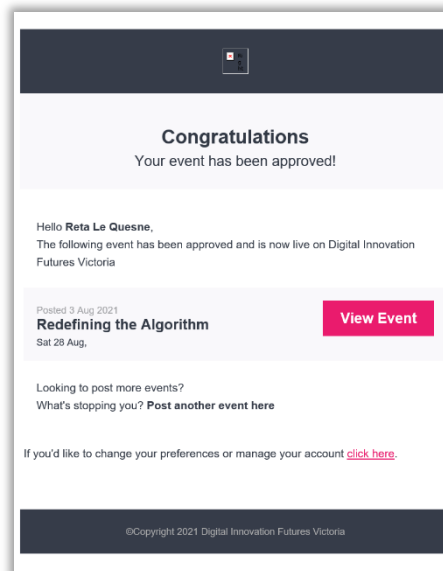
If you need to change your event to Online or On Demand due to COVID restrictions, you can do so from the My Events tab. Go to Modify, once the Submit An Event pops up select the Online and/or On-Demand Events tick boxes.

Publishing

The DIF team aims to review a submitted event within 24 hours and will contact the nominated Event Host when the event has been accepted into the Festival program. Once approved you will receive a confirmation email, your event will be published, and it will appear on the DIF Event Calendar.

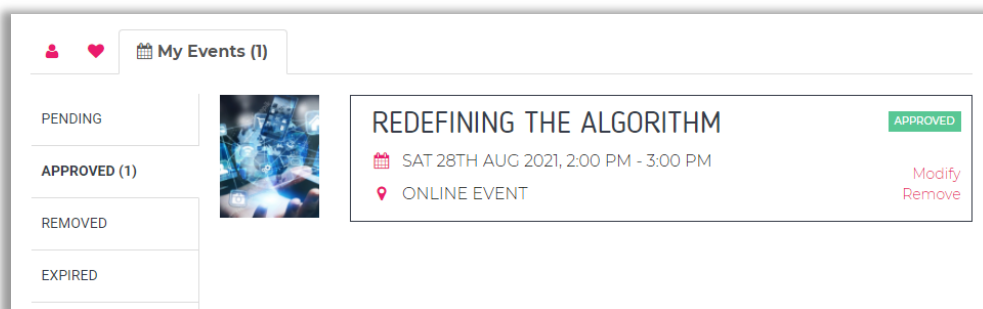
Approval

Your event listing will be reviewed and once approved you will receive a confirmation email. It will now be listed on the DIF Events Calendar on the website.



Your event will appear in the approved tab in your account under My Events. You will have the option to Modify or Remove. This will then be resubmitted for approval.

Any event scheduled between 24 August and 7 September will automatically be approved as part of the 2023 Digital Innovation Festival.



Privacy Policy and Terms and Conditions

Information about privacy - what information we collect and why. If you have any questions about this Privacy Policy, please email us at digital.innovation@ecodev.vic.gov.au

Privacy Statement

"DIF" (dif.vic.gov.au) is operated by Digital Innovation Festival (DIF) and uses the Everi events platform (hosted by Everi Pty Ltd CAN). This Privacy Policy governs the use of information that may be collected from you and held by Everi, on behalf of DIF, when you visit this website. Please read this Privacy Policy before using this website or submitting any personal information either directly or indirectly. By using this website, you are accepting the practices described in this Privacy Policy.

DIF may review and update this Privacy Policy at any time to take into account any new laws, technology or changes to operations. All personal information held by Everi will be governed by the most recent policy as posted herein. You are encouraged to review the Privacy Policy whenever you visit this website to make sure that you understand how any personal information you provide will be used.

What information do we collect?

There are 3 main ways that we may collect personal information from you:

Requests to provide information

In most circumstances, you will know if we are collecting personal information from you because you will be requested to provide it. For instance, if you submit a form to contact us through the website, we will ask you to provide your name and email address.

Automatic collection through the website

Some personal information is automatically collected as a result of your visit to our website. This information is collected using

software techniques such as web server log file analysis, cookies and web beacons.

Automatic collection by third-party software vendors

We use some third party software that collects information about your interaction with our website. When you visit our website, your web browser automatically sends certain information to these software providers.

Automatic collection through the website

Use of cookies

We use first-party cookies to collect information about visitors to this website. We use these to track how our visitors interact

with this website, including where they came from, what they did on the site and whether they completed any transactions on the site.

If you don't want to have cookies placed on your computer, you can disable them using your web browser. You will need to customise each web browser you use to turn off cookie tracking. If you opt-out of using cookies, you will still have access to all the information and resources provided by this website, though some features may not work as expected.

Automatic collection by third-party software vendors

This website uses several online tools to measure website use, which are provided by third party software vendors. We use these tools to help us make our site better.

We use software by third parties, including: Google Analytics, Hubspot and Bit.ly

For further information on how these third-party software vendors handle your personal information, please review their privacy policies. Personal information may be provided to third parties when accessing this website. Information that may be shared to third parties includes:

- network location and IP address
- the date and time of your visit to our website
- the types of web browser (e.g. Internet Explorer, Google Chrome, Safari) and operating system (e.g. Windows 10, Mac OS X etc.) you are using

- Flash version, JavaScript support, screen resolution and screen colour processing ability
- Referring site details (such as the URL that you came through to arrive at our website)
- Page visited and the time spent on each page
- Documents downloaded and search terms used
- The forms accessed on our website
- Personal identifiable information
- Unique device identifier
- Cookies and data about which page you visited
- Device information, hardware model, operating system information, app version, app usage, debugging information, browser information
- Geo-location information (if enabled by user)
- May assign a unique user identifier

All of the third-party software vendors we use on this website comply with the PDP Act and the General Data Protection Regulation (GDPR) legislation within the European Union.

Third-party software vendors may alter how they collect and handle personal information at any time.

Social media collection

If you use your Facebook or other social networking sites ("SNS") account information to log in and/or authenticate with this website, a unique user ID provided by your SNS will be collected and stored. To log in and/or authenticate with a SNSs, such as Facebook, on this website, you must use your

account credentials (typically username and password) for your SNS. Your SNS will provide Everi with a unique user ID which Everi can use to identify you on this website. Everi will retain this user ID, keep it private and use it to identify you and enable your access to features on this website.

Links to other websites

This website contains links to other websites. DIF is not responsible for the privacy practices of other websites. We encourage you to be aware when you leave this website to read the privacy statements of each and every website that collects personal information.

Updating your personal information

Access and control over personal information on this website is readily available through the profile editing tools. You may modify or delete any of your profile information at any time by logging into your account. Information will be updated immediately. Individuals who wish to cancel their website account may do so at any time. Removed information may persist in backup copies for a reasonable period of time but will not be generally available to you.

Data security

Your personally identifiable information is kept secure to the extent that all reasonable efforts are made to prevent unauthorised access to any such data held by Everi. Only authorised employees, agents and contractors (who have agreed to keep information secure and confidential) have

access to this information. Everi does not keep any details of your credit card or banking information even if you use the Everi website to link with other websites that require such information for booking or purchase purposes.

Everi does not provide for the secure transmission of information across the internet. Users should be aware that there are risks associated with transmitting information across the internet and any information they provide or share with any individual or organisation could be used for purposes other than for which such sharing was originally intended.

Privacy Policy Contact information

We encourage you to refer to this policy on an ongoing basis so that you understand the current Privacy Policy. Unless stated otherwise, our current privacy policy applies to all information that we have about you and your account.

Disclaimer

The content of this Victorian Government website is provided for information purposes only. No claim is made as to the accuracy or currency of the content on this site at any time. The Victorian Government and this agency (Department of Jobs, Precincts and Regions) do not accept any liability to any person for the information or advice (or the use of such information or advice) which is provided on this website or incorporated into it by reference. No responsibility is taken for any information or services that may appear on any linked websites.

Accessibility

Digital Innovation Futures is committed to providing equal access to our community, including via our websites and customer services.

Design

The Digital Innovation Futures website is designed to cater for a range of browsers and support our community, including those with physical impairments or conditions that may limit access to our services or technical problems such as low bandwidth speeds and old browsers. Visitors and users of this website may have different experiences depending on their device, operating system and browser.

Web Content Accessibility

Standards

This website aims to meet level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0.

If there is information on this website that you can't access, or have any suggestions on how we can improve the accessibility of this website, please email us via digital.innovation@ecodev.vic.gov.au.

Information formats

This website generally provides information in HTML format for maximum accessibility however documentation and downloads are generally in Adobe Portable Document (PDF) format.

To view or print PDF documents you will need the software Adobe Acrobat Reader, which can be downloaded free of charge from www.adobe.com. To convert PDF documents to HTML or plain text formats use the Online conversion tools provided by Adobe at www.adobe.com/products/acrobat/access_onlinetools.html.

Experiencing difficulties?

If you encounter accessibility difficulties with this website, please email digital.innovation@ecodev.vic.gov.au.

If you have any questions about this Privacy Policy, please email us at digital.innovation@ecodev.vic.gov.au

Further support

We are dedicated to making your participation in the DIF program as successful, rewarding and stress-free as possible. If you have any questions about your role as a DIF Hubs partner or any of the wider event logistics please don't hesitate to contact us:

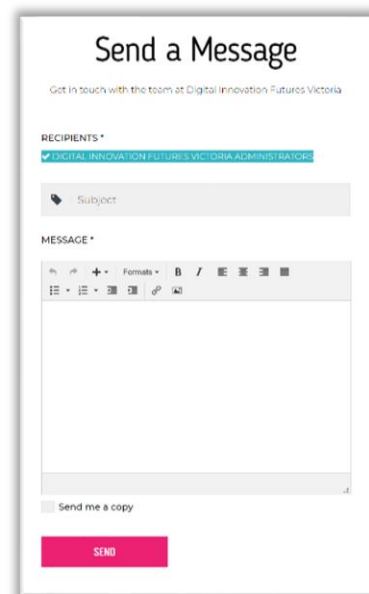
Send a Message

You can also message the DIF team anytime from your account via Send a Message. www.dif.vic.gov.au

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Authorised and published by the
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