

Frequently Asked Questions

1. How do I request a poster design?

To request a poster design or any other graphic related request, fill in the following [form](#).

<https://forms.gle/bYFb4kAo2LFhrvJd9>

Design team will look to complete requests within 5 working days.

2. How do I book a Zoom Webinar?

For all Zoom related bookings please email naeem.ibnfarooq@mend.org.uk. Please consult with your line manager or Regional manager before making any bookings.

3. How can I get data in relation to Islamophobia from the IRU?

Data requests can be made by completing the IRU data request form [here](#) or following the link below

https://docs.google.com/forms/d/1S7MuqQFRz15yqloLnAVwgMjxIKbgH2Qq2bThTowv_-0/edit?usp=sharing

4. How do I organise a webinar?

Guidance on how to run a webinar can be found by reading 'Organising a show' section in MEND's social media guidelines – see [here](#)

5. How do I upload an event to the IAM website?

IAM events can be uploaded by visiting the '[Log your event](#)'

6. How do I upload an event to the MEND website?

MEND events can be uploaded using working group zone. [Here](#) is a step by step process outlining how to do this

7. How do I get access to Working Group Zone (WGZ)?

To get order to WGZ please contact your line manager if staff or RM if a volunteer. They will liaise with Jewel to arrange access.

8. How do I onboard a partner for IAM?

If you have a partner that is interested in taking part in IAM then there is an onboarding process which provides a step by step process which can be found [here](#).

9. What due diligence do I need to do when identifying possible speakers, organisations to take part in IAM?

There are a number of considerations to be made including assessing their background, how wider community might perceive their involvement, funding etc. A thorough guidance can be found [here](#).

10. Who do I speak to if I have an issue?

Your first point of call should be the Chair of your WG/ line manager who will further escalate the issue to either of the Joint Head of Community if necessary.

11. How do I get access to MEND/ IAM logo?

MEND logo can be downloaded [here](#) other useful IAM design assets can be downloaded from [here](#)

12. Where can I access the IAM Project plan?

Click [here](#)

13. Where can I download IAM resources?

All resources are downloadable on the IAM website – click [here](#)

If you feel there should be other questions answered on this FAQ please contact aman.ali@mend.org.uk