

SSHA Seminars – Virtual Event Resources

▶ Hosting an online event:

- ▶ Online platforms such as Zoom Meetings, YouTube Live Broadcast/Facebook live are different platforms that can be used for hosting virtual events

▶ Zoom Meetings and Participant Management:

- ▶ [Set Up & Manage Registration on Zoom](#)
- ▶ [Manage Participants in Zoom](#)
- ▶ [Authentication Profiles](#)
- ▶ [Zoom Meeting Cheat Sheet](#)

▶ Interactive Tools on Zoom:

- ▶ [Zoom Meeting Chat](#)
- ▶ [Breakout Rooms](#)
- ▶ [Screen Sharing](#)
- ▶ [Virtual Whiteboards](#)
- ▶ [Polling](#)
- ▶ [Meeting Reactions](#)
- ▶ [Annotations on shared screen/whiteboard](#)

▶ Other Resources

- ▶ <https://it.ucmerced.edu/Zoom#other>
- ▶ www.Pollev Everywhere.com
- ▶ [How to Create and Run a Brilliant Workshop \(Linked-In Training Video – see slides below for summary\)](#)

How to Create and Run a Brilliant Remote Workshop

Dave Birss, Creative Expert [Linked-In Learning Course](#)

- ▶ While many are trying to convert their in-person event into a digital format with minimal adaptation, others are understanding that it's better to redesign your event especially for the online world.
- ▶ **Improve Online Workshops by focusing on:**
 - ▶ **State of Mind**
 - ▶ Give attendees pre-work before the workshop to start engagement and commitment
 - ▶ **Engagement**
 - ▶ Ask participants to keep video on with microphones muted. Use of video during workshop keeps participants engaged and less likely to be distracted
 - ▶ Ask for non-verbal reactions like thumbs up or head nod regularly for engagement
 - ▶ **Collaboration**
 - ▶ Provide a space for real-time collaboration during the workshop, like running a google doc separate from the workshop technology.

How to Create and Run a Brilliant Remote Workshop

► Foundations of Online Workshops

- Why: Why are you conducting the workshop?
- Who: Who are the best minds that should attend the workshop?
- Where: What technology platform will work best?
- When: Are there collaborations across different time zones to consider?
- What: What is the output for the workshop?

► Offline to Online Transition

- Keep goals in mind
- Focus on Humans, not Technology
- Consider Having Facilitators
 - Facilitators should offer their questions and comments on the audience's behalf
- Think of pre and post emails as part of the experience rather than just logistical necessities

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▶ Defining Output

- ▶ Write output goal in one sentence
- ▶ Identify 5-6 criteria to judge output
 - ▶ Define criteria in positives instead of negatives

▶ Identifying Attendees

- ▶ List the knowledge, skills, experience and seniority that would be valuable to the thinking and then identify individuals who meet most of these criteria

▶ Selecting Technology

- ▶ The basics you'll want from any piece of software is quality video and audio, screen sharing and a chat area.
- ▶ User Experience - How easy will it be for attendees to access the platform?
- ▶ What other features does the technology have? Some good options are: Session Recording, Mute-All Option, Analytics after event, breakout rooms, security

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▶ Shared Workspace for Remote Workshops

- ▶ Have participants enter information into a shared document prior to the workshop to make sure access and technology are working. This clears up access issues early before the workshop. Google doc or shared Microsoft word are good options for this.
 - ▶ Example: ask everyone to open the document and add their name, their job title, and what they'd like to get out of the session
- ▶ The host should create a master document with all the activities and descriptions listed and share that piece by piece in the shared collaboration space as the workshop goes.
- ▶ Shared document helps capture the output for the session.

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► Exercises for Engaging Participants

- Give participants time to come with ideas and be prepared for the topics.
- Send workshop information at least 48 hours in advance
- Let participants know what technology platforms will be used and provide use instructions if needed
- Send rules and expectations for the workshop in advance, and then reiterate them when the session starts
- Be mindful of the hierarchy in the space; sometimes it can be best to make the most senior people do tasks like taking notes to even out the thinking space for all participants

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▶ Being Professional on Webcam

- ▶ Present yourself professionally on screen
- ▶ Check internet connections for upload/download speeds
- ▶ Use an external microphone for better sound quality
- ▶ Engage participants by looking into the camera
- ▶ Frame yourself in landscape with your head and shoulders
- ▶ Check the lighting in your space; backlighting is not ideal

▶ Setting the Right Tone

- ▶ Housekeeping still applies to online sessions!
 - ▶ Show participants where all functions are located on the technology platform
 - ▶ Ask participants to keep webcam on, turn off notifications on email or phones
 - ▶ Also ask participants to use external microphones, if possible, to reduce background noise
 - ▶ Stay muted until you have a thought to share with the group
 - ▶ If the technology crashes, let them know how you will contact them
 - ▶ We're all working from home – if a pet/family member shows up, say hello and move on

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Successfully Facilitating the Workshop

Make it clear that you are in control of the workshop

- You are the main contact prior to the workshop
- You set the ground rules and expectations
- Share this information without busy slides at the beginning of the workshop

Create an agenda

- Have the agenda be a bit flexible
- Know how long each part will take
- Include “elastic sessions” to help make up time or to fill time if things were ahead of schedule. These can be quick discussions, exercises, or coffee breaks.

Reminders for Exercises

- Have a clear description of the exercise in your shared document so that everyone is clear on what you're expecting them to do

Keep your energy up

- Webcams take off 20% of your energy.
- Be a bit more animated in front of a webcam than normal. Do lots of smiling, nod your head a bit more vigorously, give the occasional enthusiastic, yes

Involve Attendees

- Your role is the just the conduit to get the best thinking out of participants, let share as much as possible

Schedule breaks

- A 10-minute break every 90 minutes is a good rule of thumb
- Unmute everyone to allow chatter
- Put up a countdown timer

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▶ Working with Workshop Output

- ▶ If you've documented the workshop in a shared document, then you have some output ready
- ▶ Before you open the document again note down all the things you remember from the session
- ▶ Pull out the best pieces of thinking from the document
- ▶ Go back to the attendee group for clarification if needed
- ▶ Do a follow-up, if you can

▶ For more Resources:

- ▶ <https://davebirss.com/linkedin/>