VIRTUAL PROGRAMMING 101
VIRTUAL EVENT PLANNING

Technology

• What technology platform makes the most sense? Is there a maximum for attendance?
• Safety
• Are there any special guests outside of your organization?

Supplies

• What do you need? How many?
• Will this cost money?

Flow/Staffing

• Do students need to signup for the event? How will they enter the event?
• Is there a specific timeline?
• How many people need to help staff the event? Do you need to schedule a practice run?
STUDENT PROCESS

Signup

Confirmation Email

Link Email

Attend Session

Follow Up if Necessary
3 KEYS TO VIRTUAL PROGRAMMING

Be Prepared

Create a safe space

Problem Solve
BE PREPARED

Practice Run/Log on early

Test audio and video

Know your role

Practice your thoughts, speak slowly

Go with the flow

Remember you’re on camera
SAFE SPACE

- Pitt Students Only- Link from zoom
- Waiting Room
- Sound/video
- Chat
WHERE AND WEAR

Where

• Good connection
• Simple background if possible
• Quiet place if possible, headphones help

Wear

• Represent your org
• Be you!
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Any questions?