

EVENT PLANNING GUIDELINES

Virtual and Hybrid Meetings



VIRTUAL MEETINGS & EVENTS PROCEDURES



Mapping out your Event

- No longer than 60 minutes
- Send an invitation to those who MUST participate
- Highlight in your invitation a hard start-time and hard end-time
- Be mindful of time zones relevant to the audience
- A moderator/facilitator is required for both online and onsite events



Pre-approval of Event

- Due to the high volume of remote events, you will need to secure pre-approval for the date and time of your proposed event
- Please fill out the [SSB Stakeholder Event Planning Form](#) for approval.
- Send your request 10 business day in advance of the event date
- Once your event has been approved, you will receive a Zoom link or code for your virtual meeting room



Pre-Presentation

- Test out your internet connection for both audio and video prior to your meeting
- Make sure you are in a well-lit area so your face can clearly be seen
- Have your camera at eye level
- Look and dress professionally as people are watching you and can hear you
- Be mindful of your posture
- Be mindful of your surroundings (the sounds around you)



My Job as a Live Guest Participant

- Pay attention to the presenter and If you are not being addressed, mute your microphone
- Remember you are on camera at all times
- Do not interrupt or speak over the presenter
- Do not have music or video playing in the background



My job as a Presenter

- Have all information and resources prepared well in advance of the meeting
 - Rehearse your presentation before the event
 - Look into the camera during the event
 - Speak clearly and take your time and account for potential audiovisual lag
 - Stay hydrated
- Be mindful of your body language (posture, facial expressions, hand gestures, etc.)
 - Unless it is inappropriate to do so, always smile
 - Avoid fidgeting or moving too much
- If your presentation has audience participation or interaction, be sure to allocate a sufficient amount of time for such and ask participants at the onset to 'raise' their hands



Managing Questions and Answers

- If you want questions to be asked only at the end of the presentation make the announcement at the beginning of the event
- Ask that all questions be on topic and concise
- Try your best to ensure that all audience questions are sufficiently answered
- Double check to see who has 'raised' their hand
- Provide contact information for questions that were not addressed

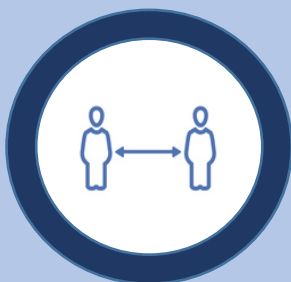
HYBRID EVENT PROCEDURES

These events are:

- In conjunction with the Provincial and Public Health Guidelines
- Hybrid events with a combination of online and onsite audiences

Alternative Solutions

- Digital registration
- Reception with Interactive zoom lounges
- Butler service food and beverage
- Social distancing plated dinners
- Schedule event date when school is not as academically populated



Meeting in Person

- For those who can meet in person, please remain 2 meters (6 feet) apart at all times
- Guests are to wear a mask
- Add a disclaimer on the invitation for hybrid events: 'if you are not feeling well, you are advised to stay home and attend the event virtually'

On-Site Technology

- Have cameras stream the event in real time (be aware of your licensing restrictions and know how many people you can invite online)
- Ensure you have your production equipment prepared, including camera, lighting, and sound
- Two hosts are needed: one for the online platform, and one for the in-person component
- The online moderator controls the online delivering platform (streaming service) engagement tools and filtering questions
- Set up an area for presenters that includes a microphone and camera for in-person and online audience

Questions?

Contact Susan Kimberley, Events Specialist & Risk Analyst, at skimberley@schulich.yorku.ca