

Virtual Events Ideas and Best Practices

Atlanta Chapter-Mary Buck, President

1. What platform did you use? What was good about the platform, and what would you like to see differently on the platform? (Chat box, sound quality, ease of use etc.)
 - a. Zoom for the meeting
 - i. <https://zoom.us/>
 - b. Kahoot for trivia
 - i. <https://kahoot.com/home/family-friends/>
 - c. Shared the screen and showed a YouTube video that was created for Founders' Day
2. Were there any special features (recognition awards, guest speaker, trivia, etc.)?
 - a. Awarded Badger of the Year
 - b. Gave scholarship award
3. How did you facilitate the event? Did you have an emcee?
 - a. Chapter President lead the event with an informal agenda
4. How many people virtually attended?
 - a. 12-15
5. How long was your event?
 - a. 1 hour
6. What worked well?
 - a. Dividing up the duties (trivia, agenda, etc.)
7. What would you have done differently?
 - a. Sending out an email through WFAA would have been more impactful than just posting on social media
8. Do you have any tips for chapters who would like to plan a similar event?
 - a. Delegate duties to your board members
 - b. Send an email rather than just posting on social media
9. Any other thoughts?
 - a. It was fun and worthwhile to help build support for each other during the pandemic.

Fox Valley Chapter-John Siebers, President

Fox Valley Chapter Virtual Trivia was held on May 18th

1. What platform did you use? What was good about the platform, and what would you like to see differently on the platform? (Chat box, sound quality, ease of use etc.)
 - a. Zoom. On the positive side - many are familiar with this application. On the negative side is the cost as the free version is limited to 40 min
2. Were there any special features (recognition awards, guest speaker, trivia, etc.)?
 - a. Trivia
3. How did you facilitate the event? Did you have an emcee?
 - a. The Trivia contest was created in PowerPoint (I'd be willing to share if anyone is interested)
 - b. I was the host, then we had one other chapter members monitor the chat feature

4. How many people virtually attended?
 - a. 14
5. How long was the event?
 - a. Approximately 1 hour
6. What worked well?
 - a. Use of PowerPoint worked well for me as I am familiar, but I now understand that there are other applications available to do an on-line trivia or other games.
7. What would you have done differently?
 - a. All of the players kept track of their own score. With an application we could have had the app record results, (but that might have limited the types of questions we were able to ask...)
8. Do you have any tips for chapters who would like to plan a similar event?
 - a. We initially muted everyone but after a few questions, we opened it back-up for comments, to get everyone more engaged in the fun. We tried to make the trivia relatively easy, and used that as a selling point in our publicity, We also gave away a t-shirt, not to the highest score, but from a drawing of all who had a score above a specified level
9. Other thoughts:
 - a. Note - the low attendance was disappointing but not surprising - our chapter struggles to attract more than the core involved alumni
 - b. Alumni from two other chapters participated in our trivia - to get an idea how it works... Inviting other chapters to participate might be a good way to introduce & experience other events