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Southern Regional Assembly

Good Practices for Your Online Events

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Assign

Assign roles for your event organisers, moderator, presenter, technical support.



Test

Always test your platform with organisers, moderators, presenters and sample attendees before the meeting to resolve any technical issues.

Undertake

Undertake a practice run with organisers, presenters and sample attendees to ensure that your live event is delivered in a professional and seamless manner.

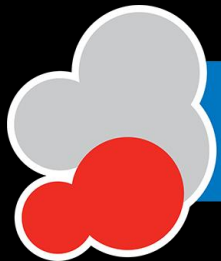
Design

Design your agenda to be forwarded with your attendee invite.

Take Control



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Rules of Engagement


Use	Use a platform that fits the style of your event – Is you event Informative, Interactive, visual etc.
Agree	Agree in advance participant rules – Muting, Webcam Sharing, Screen Sharing, Questions etc.
Include	Include participant rules for event on your agenda and invite to participants.



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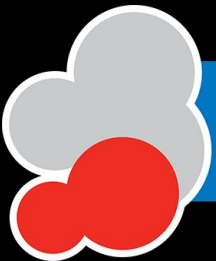
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Design	Design a back up for attendees having difficulty joining? Provide technical support's email to attendees as part of your invitation.
Provide	Provide phone in option in case presenters have internet connection difficulties.
 Ensure	Ensure organiser, technical support and moderator have copies of slides, video and other materials.
Highlight	Highlight correct time zone on Invite.

Plan B





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Engage your Audience

Ensure

Ensure your agenda engages the interest of attendees – provide names/bio for presenters, create interest with topic titles, include visual elements.

Ask

Ask opening question for all participants to answer using questions/chat box, change speakers, create polls and surveys, encourage questions during the event.

Following

Following event undertake survey to obtain feedback and also to request ideas for future events/speakers.

Provide

Provide Certification of Attendance to all participants if appropriate.

Make

Make it easy for the attendees by ensuring font is larger than normal as webcam of presenter will be taking up some of the screen.



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Ensure	Ensure all organisers, presenters, Moderators join the event a minimum of 15 minutes before the event to resolve any technical issues.
Remember	Remember to keep the flow of the event going and ensure presentations/discussions/interviews are of interest to your audience.
Address	Address attendees questions to each of your presenters to ensure real benefit is achieved.
Smile	Smile and enjoy your event, the hard work is done.

Time for Action



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Examples

Real-Time Illustrations During Event



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- You could choose to employ an illustrator who would upload a visual during the question and answer session after each presenter.



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Real-Time Illustrations During Event



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- One of your co-organisers could create a word cloud in Mentimeter of words/phrases to upload after each presenter



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Lighten the Mood



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- Has anyone noticed “Where’s Wally” during the presentation?
- Let us know in the chat how many appearances he has made during this presentation? Was it 3, 4, 5 or 6 times?

And the answer is ?



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Lighten the Mood



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- You could try asking your participants to share with you a photo under the subject matter of your event that is a household item?
- They could undertake this during a scheduled break in your event.
- They could email the photo to one of your co-organisers which they could be shared with the audience when your webinar recommences.



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Efficiency



Vision
Care



Sustainable
Transport



Coastal
Erosion



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Visualise



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- Most people learn more from Visual Representation, therefore photographic and video can provide more interesting content particularly for study visits that need to be completed virtually.
- See Photo of promotion for Mary Elmes Bridge in Cork City and the Apple Market In Waterford both completed with ERDF funding.



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Visualise



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- **Should you consider creating a video for your study visits that need to be completed virtually.**
- **Here is an example of a video we undertook with Cork City Council to showcase the “Race Against Rob” during European Mobility Week 2020.**

Play Race Against Rob



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Visualise



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- Access to a drone or hiring someone with a drone licence can provide you with an option to demonstrate a good practice, allow participants to experience a study visit or showcase a location.
- An example of this is a project called the House of Digitalisation who undertook a Virtual 360 flight over Lower Austria as part of their online event.

[Play Drone Footage](#)



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**Thank you for your
Attention**