

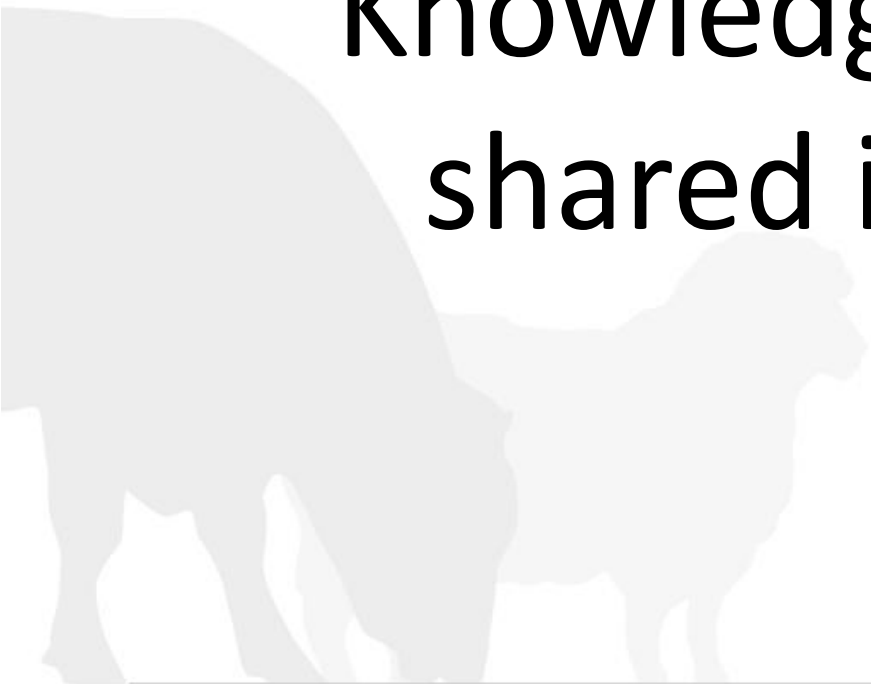


# Gaining Confidence for Virtual Online Events & Meetings

March 2022

Olivia Weatherburn & Lab Wilson



Faint, light gray silhouettes of a cow and a sheep are visible on the left side of the slide, partially overlapping the text area.

“Knowledge is power. Knowledge shared is power multiplied.”

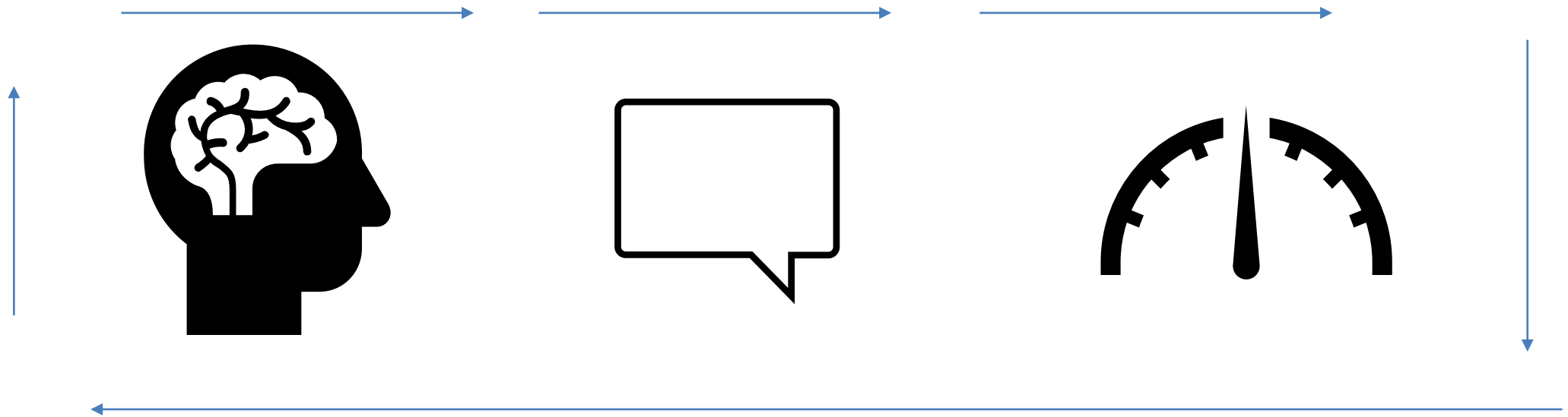
— Robert Boyce

- Foundations
- Designing Your Meeting
- What has worked for you?
- A model to consider
- Insights

MINDSET

BEHAVIOUR

RESULTS



We need participants to be in the right mindset, in order for them to display the needed behaviour to obtain the results required.

- Objectives
- Outcomes
- Audience
- Tech capabilities

Like all meetings need to be clear on the objectives and outcomes.

Identify each participants interests in the meeting and design to incorporate interests – WIFM

Assume everything will take longer until people learn the technology

Use video wherever its feasible – Being able to see the speaker will help participants engage more and for messages to be more easily understood as body language can still be observed.

Have technology fall backs

## Runsheets/Agendas

- Clear actions
- Timings to second
- Includes tasks behind scene + content
  - Host, Co-host, Facilitator, Question Moderator

Host – will be in charge of breakout rooms, muting and unmuting, turning on & off videos etc

All participants remain muted until breakout rooms, questions via text and chat box.

Cohost – will be speakers and also one other as back up incase host falls off who will be able to share screens

Facilitator – will keep the time, lead conversations and discussions and keep the day flowing

Question Moderator 1 -will filter questions and send key ones to facilitator through text message for discussions sessions

Question Moderator 2 – will receive the questions via text for those who want to txt questions through and will login as an attendee and add them to the question chat bar.

# Designing your meeting/event



## Speakers

- Slides & Screen sharing
- Recording permissions
- Questions on day versus pre prepared
- Content sharing after meeting
- Photos & Short bios

## Pre- Runs & Tech Checks

## Room1

Share what worked for you and how you learned it

- Clear agenda and runsheet to keep time
- Managing questions using slido
- Break up time with different speakers and sections to keep people engaged
- Recognising how people learn, walking through the presentation before hand with the team for feedback and ideas
- Keeping people engaged through different platforms ie. google docs, jam board and live whiteboard,
- Having facilitator in breakout rooms to encourage ideas



## Room 2

Share what worked for you and how you learned it

Record here:

- Hands up function for questions
- Group size (small enough to have a conversation)
- Runsheet organised and rehearsed, keep on top of outcomes, not losing track, colour coding, different parts/responsibilities.

## Room 3

Share what worked for you and how you learned it

Record here:

- Breakout rooms
- Slido, Miro and Jamboard tools to encourage feedback
- Reminding people to turn off mics / turning people's mics off.  
(be clear on whose role it is).
- Understand technology / platform in use - and its options for control eg muting other voices etc.

## Room 4

Share what worked for you and how you learned it

Send out email and runsheet prior to webinar

Get a list of questions prior to the webinar, ask people what they would like to achieve - knowing your market is key

Create agenda based on feedback provided, go over your overview

Have delegated people (facilitator, tech + presenter)

Facilitator monitors time, introduces presenters, passes on questions

Have a method for engaging with the audience

Don't be too rigid, see how things flow - prepare extra material for FAQs

# Diagrams from: Facilitating Standout On-Line Experiences: Busting myths and mindsets about on-line delivery



**AUTHOR: Cynthia Mahoney and Andrew Huffer**  
**Presented at APEN Conference 2022.**

**Andrew Huffer and Cynthia Mahoney** will be running their acclaimed Facilitating Stand Out Experiences On-Line program during April and May. Early bird price \$990 per person.

Session 1. Online Facilitation Essentials Wed 13th Apr 10:00am-12:00pm AEST

Session 2. Maintaining Engagement Wed 20th Apr 10:00am-12:00pm AEST

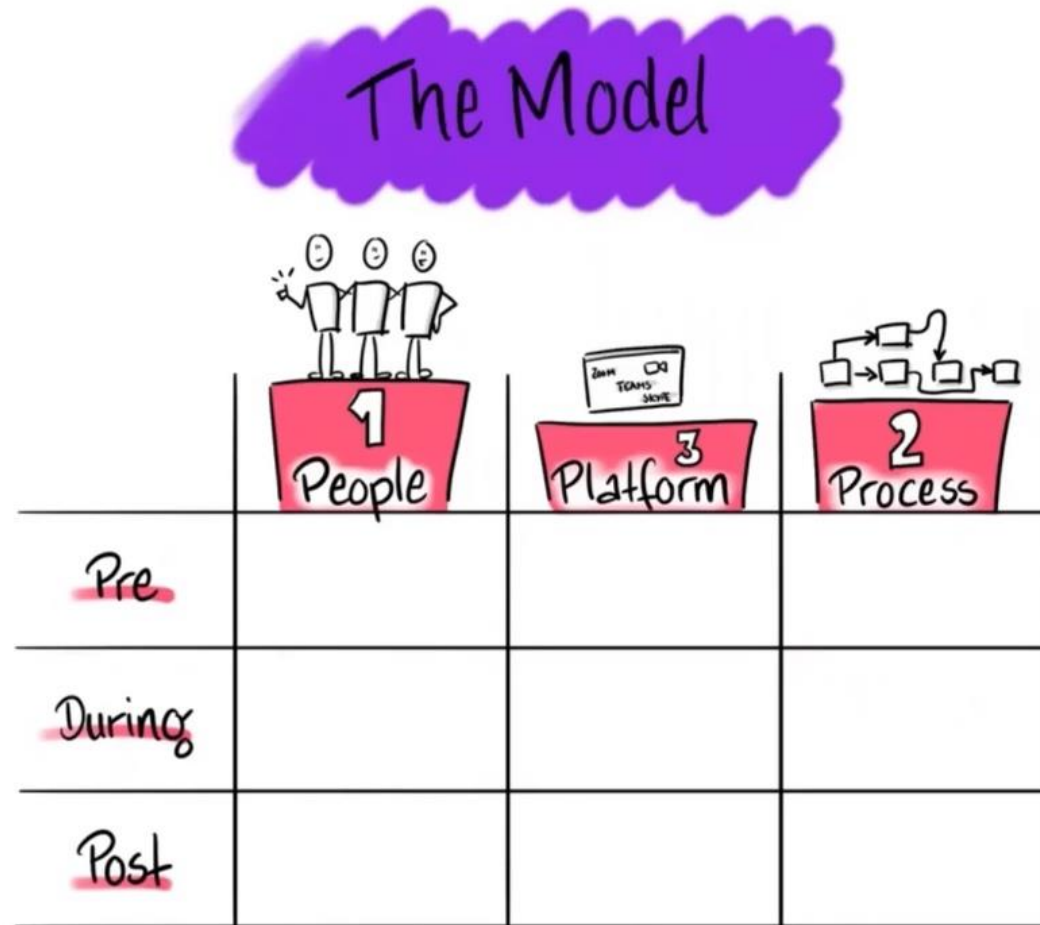
Session 3. Advanced Online Facilitation Wed 4th May 10:00am-12:00pm AEST

Session 4. Project Review & Mentoring Wed 11th May 10:00am-12:00pm AEST

Places are limited. For more information and to book your place please go to:

<https://onlinefacilitation.com.au/onlinefacilitationprogram/sales-page>

# Intellectual property of Andrew Huffer and Cynthia Mahoney - Shared with permission



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## The Model in Reality

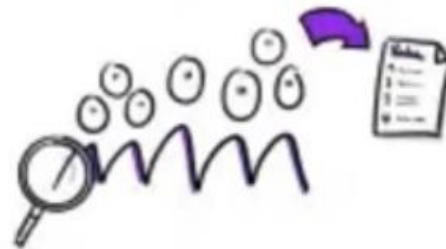


### Personal



Your mindset, your beliefs & energy determine the success of the on-line facilitation

### Participants



Know your audience, serve them & set them up for success

### Presenters



Set the presenters up for success by briefing them & holding practice sessions

# SLIDO RESULTS - What is one thing you are going to do differently following today?



Learn what the tech can do

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Do a run through before doing the webinar

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asking for questions beforehand to mold your presentation

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Test slido! and also have back-ups ready to run if one fails

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3x3 matrix - pre/during / post and people /platform/process

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Make sure that I spend the time preparing

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Practice the technology

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Practice with different mediums when presenting online content to keep people engaged

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Bring people into the space better

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Its up to you. Best of luck







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