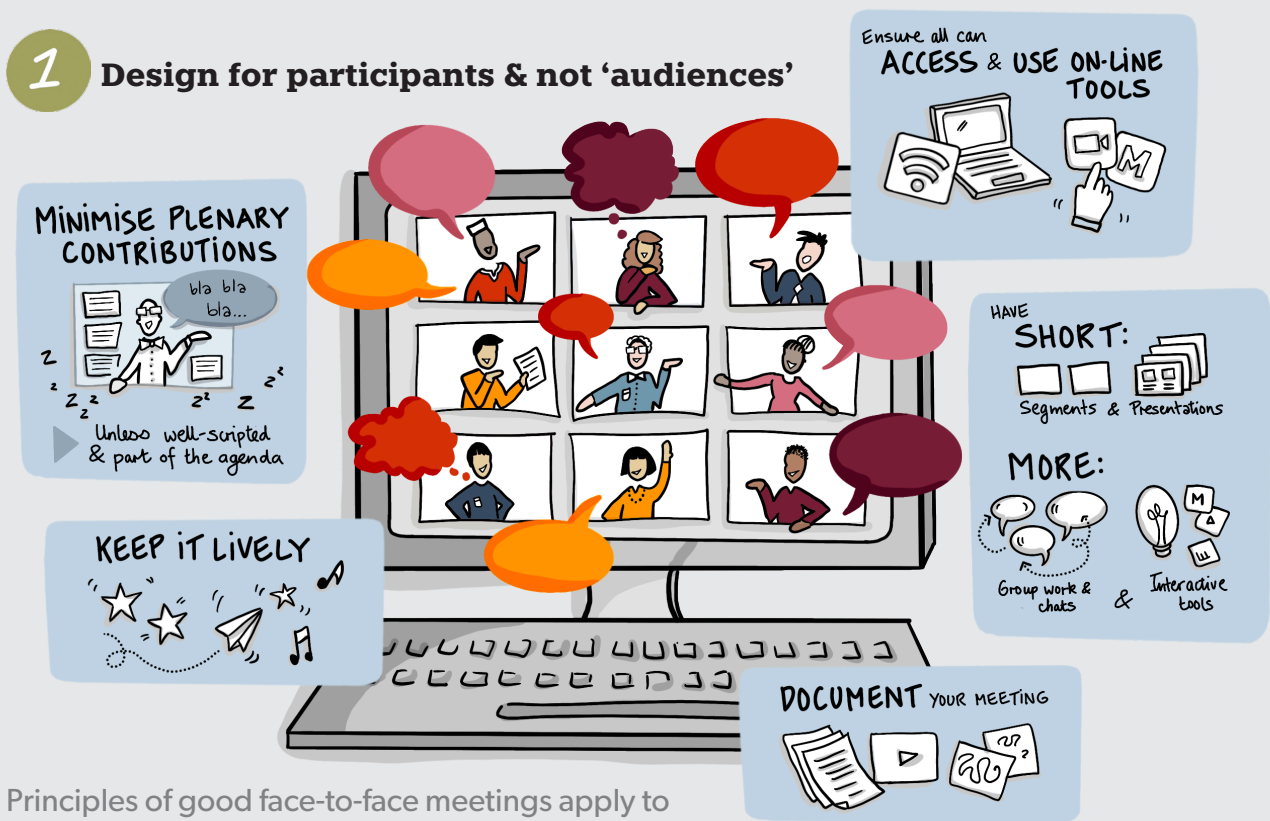


Holding Digital Events in a Pandemic: Emerging Principles and Lessons

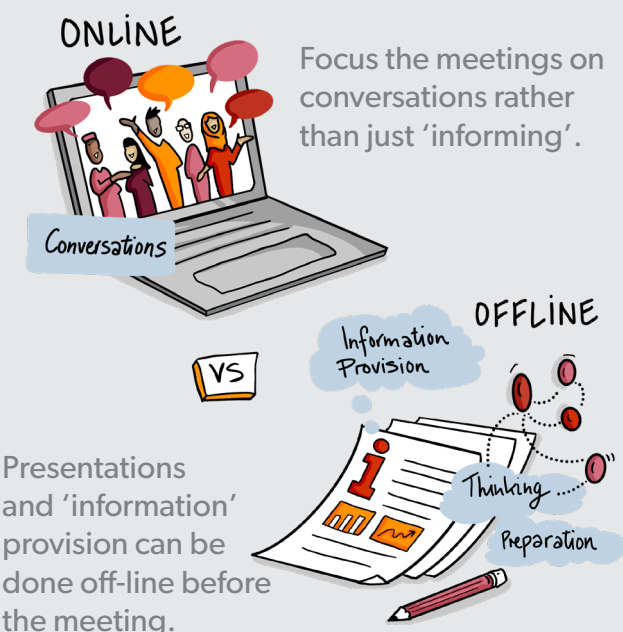
GUIDING PRINCIPLES

1 Design for participants & not ‘audiences’



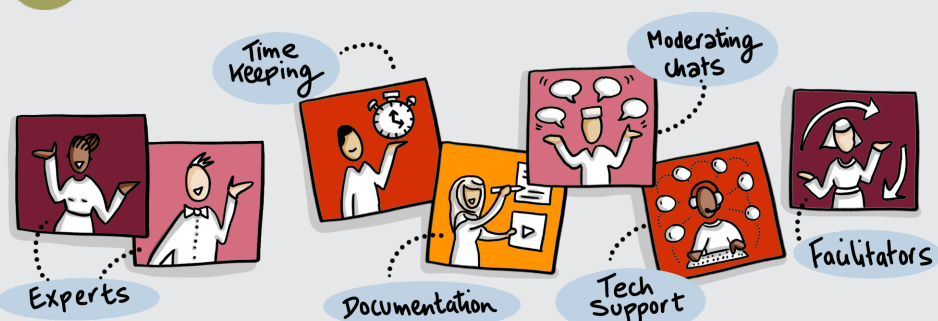
Principles of good face-to-face meetings apply to virtual meetings. “Death by PowerPoint” is also an online reality.

2 Identify what can be done online and what can be done off-line



Presentations and ‘information’ provision can be done off-line before the meeting.

3 It takes a team to run an online event



Not one person can do it all; bring together the expertise you need in the planning phase and try out different things. Also ensure there are clear roles and responsibilities: Time keeping, documentation, moderating chats, tech support, facilitators.

4 Encourage interaction and conversations

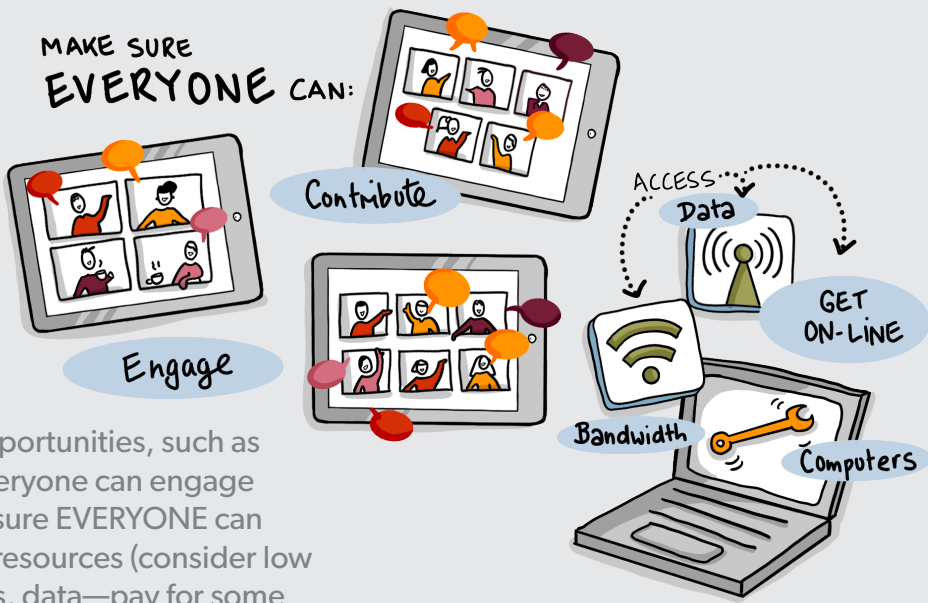


In the chat forum or online tools (Menti, Mural, Google slides, others) to capture ideas and feedback.

5 Be inclusive

On the one hand, virtual meetings can be inclusive as travel is not required. On the other, recognize that virtual events can also marginalize participants.

Build in spaces and opportunities, such as group work, where everyone can engage and contribute. Make sure EVERYONE can get online and access resources (consider low bandwidth, computers, data—pay for some data packages if needed).



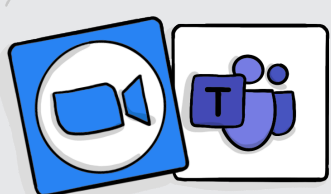
6 Shorter is better



If your session will run for 3 hours, be sure to balance plenary sessions with opportunities for interaction and include a 5-10 minute break in the middle.

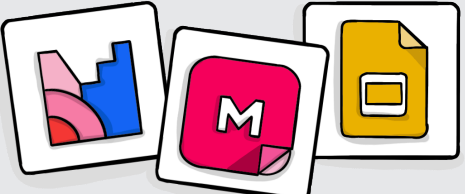
TOOLS

Meeting platforms



ZOOM MS TEAMS

Collaborative data capture



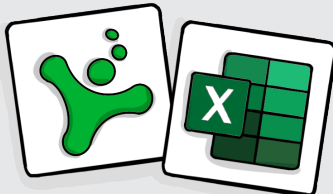
MENTI-METER MURAL GOOGLE SLIDES

Capture, store & share information



MS SHARE-POINT CG SPACE YOU TUBE VISUAL HARVESTING

Session Co-design



SESSION LAB MS EXCEL



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