# Penn GSE logo - Penn Graduate School of Education, University of Pennsylvania

# Virtual Event Plan Template (to be shared with GSE-IT during consult)

Event Title:

Date:

Time:

Purpose of event:

Target audiences:

Expected attendance:

Technologies/platforms:

### Planning Team Members

| Name | Role | Email | Phone |
| --- | --- | --- | --- |
| Event Sponsor |  |  |  |
| Project Manager |  |  |  |
| Tech Lead |  |  |  |
| Moderators |  |  |  |
|  |  |  |  |

| Meeting Frequency | Shared Collaboration Space (Teams, Box, Dropbox…) |
| --- | --- |
|  |  |

Describe event success:

What data or evidence of success would you like to collect?

### Meeting Design & Virtual Components

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| --- | --- | --- |
| P | **Component** | **Comments** |
|  | *Breaks & Timing** Build in short breaks
 |  |
|  | *Accessibility** Live captioning, language translation, time zones
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|  | *Recording** Recording, recording and posting the recording publicly (needs consent)
 |  |
|  | *Presentations* (Passive)* Talking head only
* Slides and/or screen sharing
* Recorded video/audio clips
* Whiteboard drawing/sharing
 |  |
|  | *Panels* (Passive)* Moderator, authors, discussants
 |  |
|  | *Workshops* (Passive & active)* Demonstrations with hands-on, active learning
* Participant breakout groups
 |  |
|  | *Participant Engagement* (Active)* Chat, Q&A, Polls, Breakout groups, Shared note taking (Word Online, GoogleDocs), Other online tools like Padlet, Kahoot, etc.
 |  |
|  | *Networking* (Active)* Structured: Topical conversations (self-assign into breakout rooms)
* Informal: Provide spaces and times for people to “pop-in” to meet others
 |  |
|  | *Celebrations* (Passive and/or active)* Group photos
* Background music
* Randomly spotlight someone
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