# 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

|  |  |  |
| --- | --- | --- |
| P | **Component** | **Comments** |
|  | *Breaks & Timing*   * Build in short breaks |  |
|  | *Accessibility*   * Live captioning, language translation, time zones |  |
|  | *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 |  |