Organizing Online Events & Virtual Solutions

IEEE Young Professionals Webinar Series

Quick Reference Guide

13 April 2020

Visit yp.ieee.org or email yp@ieee.org

IEEE. Advancing Technology for Humanity
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IEEE Young Professionals Webinar Series   [View the webinar recording](#) (from 13 April 2020)

Best Practices for Online Events

BEFORE
- Create a brief but thorough event registration (Forms, vTools, Google Calendar)
- Promote the event to the relevant audience (email, social media, eNotice)
- Decide beforehand how you will share your content (IEEE.tv, Resource Center, web page, social media) and whether for public access or IEEE members only
- Keep content short
- Do not have text heavy slides
- Add graphics (that you have rights to)
    - You can filter image search results in Google according to usage rights
- Plan an appropriate amount of time for your event
- Think about a backup contingency plan in case of technology issues
- Send a reminder a few days before the webinar, and an hour or so before ("starting soon")
- Have a rehearsal/run through prior to the event (also with someone else if helpful)

DURING
- Keep track of who attends for follow up purposes
- Use a headset and microphone if you have them, to reduce background noise
- Host or presenter should be hardwired if possible
- Have a very clear purpose for the call and share this with the participants
- Encourage attendees to use video (if applicable)
- Use annotation tools to keep attendees engaged (polls, whiteboard)
- Record your online events (make sure you check if chat is recorded too)

AFTER
- Follow up with attendees to thank them for their participation and provide any further resources
- Ensure you have any required release forms from speakers before sharing content!
- Edit recording of event to share out with those who could not attend
- Send a quick feedback survey to attendees post-event
- Don't forget to [log the event in vTools](#)! (as applicable)
- Don't worry if things were not completely perfect - while having a very good event, it is almost impossible for anything to be perfect

Content Suggestions

The theme of the call should be relevant to the audience (and the host).

- A topic your group is interested in
    - Technical topics
    - Industry developments
    - Humanitarian applications for various technologies
    - Career tips and networking

- Guest speaker on current events or hot topics in your area (technical or geographic)
  - Reach out to experts
  - Ask local leadership for guidance
- Teambuilding Icebreaker
  - Two truths and a lie, a story about your team in IEEE
- Top 10 Areas IEEE Members Are Interested In (from IEEE: Continuing Education pricing study, 2019)

  1. Artificial intelligence
  2. Internet of Things
  3. Big Data
  4. 5G
  5. Smart Grid
  6. Cybersecurity
  7. Wireless Communication
  8. Algorithm Development
  9. Autonomous Vehicles
  10. Robotics

Think about the format

- "Classic" webinar - one speaker presenting one topic (with PowerPoint)
- Panel - several speakers discussing a series of questions on the same topic, or talking about different applications of the same technology/different aspects of the same topic
- Dialogue with an expert - a host has an interview-style discussion with an expert
- Virtual round table or working groups
- Consider the visuals - slide deck, webcam of speakers/participants, share screen for live demo, no visuals.

Virtual Platforms

- Check with your IEEE organizational unit leadership and/or your university or company for meeting platforms you can use
- Webex
  - Region/Section/Chapter/Affinity Group officers - provided by IEEE through your Section or one time request
  - Society/Council YP Reps - check with your S/C, email yp@ieee.org for more information
- Google Hangouts - free with your IEEE.org account
- Zoom - free online meeting resource - well known

Resources

- Google Hangouts
- Check University or Company for Meeting Platforms
- Request a Webex Meeting (as applicable)
- Zoom Meetings
- Google Forms (Survey)
- Free Survey websites (e.g., Kahoot)
- Quick Polls (Facebook, IG)
- timeanddate.com - for time zoen conversions when planning across time zones
- Doodle - for requesting attendee availablity
- Additional Resources in the YP Google Drive
- Email the IEEE YP team with questions (yp@ieee.org)