

Tips for Small Group Participation in Online Events

Online events are primarily designed for individual participation. However, it is often more convenient for small staff groups to listen to the live event together. To optimize your experience in a group setting, we suggest you consider doing the following:

1. Set up and use a very good speakerphone, as the quality of the sound will make a substantial difference in your ability to comprehend the material. The sound for the presentation is via the phone, and voices of the presenters vary in volume and clarity.
2. Download and print out the PowerPoint slides as a handout for everyone to have so they can follow along and write notes.
3. Use a projector to enlarge the screen area of the live event (or the PowerPoint presentation if that is the mode you have signed up for).
4. If you are viewing the event in the live webcast mode, assign someone in advance to be the point person for doing the interactive polls and/or typing on behalf of the group its responses and or questions/comments.
5. Finally, plan for a follow-up discussion to take place after the event. Use site-based questions to guide the discussion. You can also use the archive of the event or the sound file of the event to prompt the discussion.