

## PRE-EVENT

- While planning, keep in mind that online events have higher no-show rates.

## DURING EVENT

Technology checks and waiting rooms

- Do an audio, video and screen sharing check before letting participants in from the waiting room.
- You may find it helpful to disable the waiting room 5 minutes after start time.

Start time

- Try to start your workshop within 1-2 minutes of the scheduled start time.

Recordings

- If you are planning to record your session, inform participants before you start to record.
- Provide participants with options to participate without being included in the recordings (e.g. chat, polls, [Padlet](#), [JamBoard](#), breakout rooms).
- Consider stopping the recording for the Q&A at the end of your session as some participants may not feel comfortable having their discussions about your topic recorded.

Inform participants what your preferred method(s) of participation are, here are some examples:

- Use the chat function
- Raise virtual hand
- Speak on microphone
- Scheduled Q&A breaks throughout the event
- Q&A break at the end

Breakout rooms

- Provide clear instructions verbally and in written form before sending participants off into breakout rooms.
- Consider keeping group size to 3-5 people.

End of session

- Share a link to the CLW Wiki if you plan to have your resources/recording hosted there: [https://wiki.ubc.ca/Documentation:CTLT\\_programs/2022-Celebrate\\_Learning\\_Week](https://wiki.ubc.ca/Documentation:CTLT_programs/2022-Celebrate_Learning_Week)
- Consider sharing the link to other CLW events at the end of your workshop. For instance, highlight other sessions relevant to your own. If everyone does this, we will all benefit: <https://celebratelearning.ubc.ca/events/2022-events/>