Make sure to get feedback before people leave your virtual room. A Poll or message in chat box are commonly used, but you can also consider putting participants in small groups for this purpose.

3. ENGAGE YOUR PARTICIPANTS, FROM START TO FINISH

Structure in engagement with interactive activities, like improv storytelling, led by a facilitator.

VIRTUAL: Engage people actively in some tech-savvy ways: use tools like polls and breakout rooms.

OPEN GOV HUB’S 8 PRINCIPLES FOR GREAT VIRTUAL EVENTS

Are you ready to put these 8 universal principles for great virtual trainings and events into practice? Open Gov Hub team is here to support you at any stage of your planning. Don’t hesitate to contact us.

1. ALWAYS START WITH THE WHY

LIVE: Create purpose-driven gatherings with clear goals, and actively manage the conversations.

VIRTUAL: Have a clear agenda ahead of time, and share on-screen visualizations of goals.

2. BE INTENTIONAL ABOUT EVERY DETAIL (USE THE “5 W”)

LIVE: Make sure that the Who, What, When, and Where all clearly relate back to fulfilling your Why.

VIRTUAL: Prepare even more for virtual workshops and trainings - so all hands on deck!

3. ENGAGE YOUR PARTICIPANTS, FROM START TO FINISH

LIVE: Structure in engagement with interactive activities, like improv storytelling, led by a facilitator.

VIRTUAL: Engage people actively in some tech-savvy ways: use tools like polls and breakout rooms.

4. BE INCLUSIVE

LIVE: Facilitate the conversation in a way that can surface uncommon views & make all voices heard.

VIRTUAL: Use the global connectivity as leverage, but be mindful of technical limitations and adapt.

5. BE TRUE TO YOUR WORD

LIVE: Deliver what you promised and hold your team accountable to fulfill the main goals.

VIRTUAL: Stick to the agenda, but focus on the big goals: check in often and make room for some flexibility.

6. USE VISUALS OFTEN, AND WISELY

LIVE: Make it easy for your participants to know what they should take away - restate goals at the end.

VIRTUAL: Prepare these beforehand, but also ask participants for takeaways from breakout rooms as you go.

7. REMEMBER THAT FEEDBACK IS YOUR FRIEND

LIVE: Collect real-time feedback during the event and close the feedback loop by reporting back.

VIRTUAL: Use built-in or external polls to get live feedback, and do a short survey soon after & follow up.

8. END WITH TOP TAKEAWAYS

LIVE: Create purpose-driven gatherings with clear goals, and actively manage the conversations.

VIRTUAL: Have a clear agenda ahead of time, and share on-screen visualizations of goals.

THINGS TO KEEP IN MIND

- Don’t frustrate your attendees or participants by failing to deliver on what you promised in the training description/invitation.

- Actively hold yourself and your fellow organizers accountable to fulfill your specific goal and stay true to your event description.

RECOMMENDED TOOLS FOR INTERACTIVE VISUAL ENGAGEMENT

- Miro
- Whiteboard Fox
- inVision
- MURAL
- Google Slides