Tips for Virtual Engagement

It’s equally, if not, more important right now to stay in touch with your brothers. Here are a few suggestions to make virtual events more productive, successful, and fun!

1. Determine your purpose & outcomes for the meeting and then establish a plan.
	1. How will you begin the meeting?
	2. Will you screenshare?
	3. What aspects of an in-person event would you like to mimic and how does that translate to your virtual event?
2. Establish discussion topics so the meeting stays on track and engaging.
3. Send an agenda ahead of time so attendees have an idea of what to expect and come prepared.
4. Send out the designated platform (Zoom, Google Hangout, Facetime, etc.) and the date/time with the time zone clearly stated. Remember you could have brothers from all over the world!
5. Send out links to the platform and ask everyone to ensure its downloaded and tested in advance and to refer to the link for problems.
6. Have a designated facilitator for the meeting. This person is vital to making everyone feel welcome and keeping the event on track and productive.
7. Welcome everyone as they come on. Even if someone arrives late, stop the conversation and welcome them. This helps ensures everyone feels part of the event.
8. Consider a “get-to-know-you” activity. It could be introductions, an icebreaker, or Pi Kappa Phi trivia.
9. Establish etiquette guidelines including:
	1. Mute yourself if you are not talking;
	2. Engage;
	3. Don’t talk over anyone;
	4. Do you best to turn your video camera on for the event.
10. Email a thank you message post event.
11. Consider setting a password with call-in instructions to prevent potential “Zoom-bombers.”
12. Take advantage of the breakout room feature. This can help create an environment more conducive to small group discussions.
13. Take advantage of the polling feature. This feature can be a fun quick activity to bring the group back together and/or gathering some valuable input and feedback.
14. Themes for virtual events can be fun, where appropriate. For example, you could ask people to wear their school spirit or a funny hat. Be sure to communicate it clearly ahead of time.
15. Take the time to ask the group for ideas for a subsequent virtual event and ideal times. The polling feature might be helpful here.
16. Be prepared for technical issues to the best of your ability.