

Virtual Event Planning Checklist

How will participants be engaged in event?



"Passive" Participation
No Access to Video or Microphone

Formats: Townhall/panel discussion; Didactic

| Activity Type(s) Chosen | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Specific questions submitted |
| <input type="checkbox"/> | Email prior |
| <input type="checkbox"/> | Online form or survey |
| <input type="checkbox"/> | Q&A or chat during |
| Priority topics to cover | |
| <input type="checkbox"/> | Online form or survey |
| <input type="checkbox"/> | Polls during |

| Event Support/Resources | |
|--------------------------|---------------------------|
| Virtual Platform | |
| <input type="checkbox"/> | Scheduling and set-up |
| <input type="checkbox"/> | Host for meeting controls |
| <input type="checkbox"/> | Panelists or Presenter |
| Questions | |
| <input type="checkbox"/> | Collection |
| <input type="checkbox"/> | Tracking of Q&A/chat |

Active Participation
Access to Video and Microphone

Formats: Community discussion; Shared activity with video; Small group discussions

| Activity Type(s) Chosen | |
|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Large group discussion |
| <input type="checkbox"/> | Activity (yoga, painting, gardening) |
| <input type="checkbox"/> | Breakouts |

| Event Support/Resources | |
|--------------------------|--|
| Virtual Platform | |
| <input type="checkbox"/> | Scheduling and set-up |
| <input type="checkbox"/> | Host for meeting controls |
| <input type="checkbox"/> | Tech support for participants |
| <input type="checkbox"/> | Co-host for muting if background noise |
| <input type="checkbox"/> | Monitor for chat |
| <input type="checkbox"/> | Moderators for breakouts |
| Activity | |
| <input type="checkbox"/> | Activity Lead |

Active Leading
Access to Video and Microphone

Formats: Parent/patient only forum

| Activity Type(s) Chosen | |
|--------------------------|---------------|
| <input type="checkbox"/> | Parent forum |
| <input type="checkbox"/> | Patient forum |
| <input type="checkbox"/> | Family forum |

| Event Support/Resources | |
|--------------------------|--|
| Virtual Platform | |
| <input type="checkbox"/> | Scheduling and set-up |
| <input type="checkbox"/> | Host for meeting controls |
| <input type="checkbox"/> | Co-host for muting if background noise |
| <input type="checkbox"/> | Monitor for chat |

| Security Options | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Registration required to receive link |
| <input type="checkbox"/> | Password protection |
| <input type="checkbox"/> | Waiting room |

| Advertisement Options | |
|--------------------------|---|
| <input type="checkbox"/> | Email |
| <input type="checkbox"/> | Electronic Medical Record communication |
| <input type="checkbox"/> | Social media announcement |