Alumni Groups' Digital Events Training

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Tuesday 11 August 2020
Agenda

- 2020 Freshers’ Events
- Housekeeping & Introductions
- Setting up a meeting
- Remote meeting tips
- Chat function
- Breakout rooms
- Polls, voting buttons and reactions
- Questions
Freshers’ Events 2020

- Designed to primarily be a social event for incoming students
- An opportunity to create connections between incoming students from the same location
- For incoming students to receive general tips/advice from current students and/or recent graduates
- A chance for Alumni Groups to create an ongoing relationship with incoming students
- Digital event format in 2020

**Note:** Alumni Groups will not need to provide information on what the Cambridge experience will be in 2020/21
Freshers’ Events 2020: Key dates

● **Wednesday 19 August**: deadline for registering events

● **From Wednesday 26 August**: events are promoted

● **September**: events take place

● **Within two weeks of the event**: deadline for organisers to submit their attendee data (entry to prize draw if submitted within seven days)

● **Tuesday 6 October**: term starts
Housekeeping & Introductions

- Mobile phones
- To mute or not to mute?
- Gallery view or speaker view?
- List of participants
- Use ‘Chat’ to park questions
- Name in your window

- Who?
- Where from?
- Zoom experience?
Setting up a meeting

1. Start one and invite people
2. Schedule one in the diary
   • Change time to correct time zone
   • Use telephone and computer audio
   • Set audio and video to ‘on’
   • Have a waiting room
   • Save the meeting in your calendar
   • Copy the invite and email it to people
Remote meeting tips

Being the Host

• Practice with other committee members or family/friends
• Join early, and check your audio and video
• Check your background noise and visual
• Have your screen on gallery view so you can see all of the faces
• Take control of the meeting
• Welcome people
• Start the meeting by leading the introductions of everyone
Remote meeting tips

Enlist help

- Someone to check the chat for unanswered questions, audio problems, etc
- Someone to check the participant list for raised hands
- Someone to help with time keeping
- A Co-Host to admit late arrivals from the waiting room
- You can message each other privately or use another method, eg WhatsApp to communicate
- A student volunteer, recent graduate or committee member in each breakout room
Remote meeting tips

Security

• Use a reputable platform where you can monitor the chat and have the ability to remove participants
• Avoid 1:1 interactions with students; i.e. always have group based sessions
• Use a waiting room – but make sure there’s a ‘doorbell’
• Lock the meeting when everyone has arrived
• Decide if you’re recording it and tell attendees
Chat function

- Allows participants to ask questions without interrupting
- Participants will use it to chat to each other
- Great way to ask them to share their experiences
- Some people find it less intimidating than asking a question
- Can set chat to talk to “everyone” or a specific participant
- Can download the chat for use after the meeting
Breakout rooms

- Incredibly useful to allow more conversation
- You can choose who goes into which group or do it automatically
- You could group freshers by subject or college
- You can choose number of groups and number in groups
- You can dip in and out and close all rooms when you are ready
Breakout rooms

Create Breakout Rooms

Assign 0 participants into Rooms:

- Automatically
- Manually

0 participants per room

Create Rooms

Breakout Room Assignment

Assign participants to breakout rooms by adding their email. You can create up to 50 breakout rooms and assign up to a total of 200 participants.

Rooms

No Groups

Add a room by clicking +

Import from CSV

Cancel  Save
Polls, voting buttons and reactions

- Useful ways to increase participation
- Set polls up in advance of the meeting
- Use voting buttons for yes/no answers
- Encourage use of reactions – thumbs up/applause
Polls, voting buttons and reactions

[Images showing polls and voting buttons]
Questions

If you’re interested in running an event but would like more information please contact the Alumni Engagement team: networks@alumni.cam.ac.uk