TIPS AND TRICKS ON HOSTING SUCCESSFUL RSO MEETINGS & EVENTS
PLANNING VIRTUAL EVENTS & MEETINGS
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• Meeting & Event Logistics
  • Set a time/date
  • Establish your location or platform
  • Marketing
  • Gathering & notifying presenters/facilitators
  • Create your script and roles/responsibilities
  • Prepare your resources
SETTING A TIME & DATE

• Pick a time you know you will gain the most attendance
  • Classes during the day
  • Other events in the evening
• Be aware of scheduling
  • Check university calendars
  • Check WIN
  • Don’t conflict with peak testing times, major events
  • Be mindful
ESTABLISH YOUR LOCATION OR PLATFORM

• Pick an on-site location
  • Adhering to current procedures & policies
• Pick a platform to use. UW-Madison currently supports the following for student use:
  • Zoom
  • Google Meet
  • Microsoft Teams
  • Blackboard
  • Webex
• More information can be found at UW-Madison Information Technology or through KnowledgeBase
  • https://it.wisc.edu/services/#communication-collaboration
MARKETING

- Utilize the Wisconsin Involvement Network
  - Great free resource available to all students
- CfLI Mass Email Requests
- Social Media
GATHERING & NOTIFYING PRESENTERS/FACILITATORS

• Come up with a template email
  • Provide all valuable and necessary information about your event or meeting and how they will be of assistance
• Set up a meeting before this event or meeting takes place
  • Provide them with an agenda, script, roles & responsibilities, etc.
• Ask if they would like to provide any resources or their information
CREATE YOUR SCRIPT AND ROLES/RESPONSIBILITIES

- Create a script with some talking point before hand
- Create a document that outlines roles/responsibilities
  - Moderator
  - Marketing
  - Room set up/platform set up
  - Communication
PREPARE YOUR RESOURCES

• If you are doing a presentation, make sure to create that
• Gather any resources/handouts/or links you plan to share with participants
• Decide on logistical preferences
  • Will this be recorded?
  • Do we want to provide a survey?
  • Will we have a debrief meeting?
  • Will we require registration?
  • Do we want to save the chat?
• Decide on a timeline of events
• Create an agenda
Policies & Procedures

In-Person

• Must follow the Public Health Madison Dane County Current Order (PHMDC) and CDC
  • Occupancy Limits
  • Event hosts are responsible for assessing the health risks of activities
  • Provide, and require attendees to use as appropriate, face coverings, hand sanitizer and cleaning supplies at each event.

• Attendance
• Individually packaged food

Virtual

• Whenever possible, it is recommended that online/virtual formats are utilized
• Highly recommended that you allow a virtual option for participants
• No capacity
• Allows for more variety on dates/times to host

RSOs who fail to comply with policies and guidelines will be held accountable through the Student Organization Code of Conduct and the Committee on Student Organizations!
Registered Student Organizations (RSOs) are able to request one **45-minute meeting** in a Wisconsin Union room **bi-weekly**, with additional open space available for request on our website on a **first-come, first-served basis**.

Meeting spaces will be **exclusively** available to RSOs on **Monday through Friday, 4PM to 9PM**, and **Saturday and Sunday from building open to close**.

Campus Event Services Office is available for virtual appointments, via email at events@union.wisc.edu, or by phone at (608) 262-2511 Monday through Friday, 9AM to 4PM.
HOSTING AN ACCESSIBLE VIRTUAL EVENT

• Ensure the platform you’re using allows for computer-based audio listening/speaking and phone-based audio listening/speaking.

• Platforms with live captions: GoogleMeet & Teams

• Give attendees the opportunity to (anonymously, if desired) share any additional accessibility requests that were not covered in the event's access information.
  • Allow attendees to send questions and comments in advance.

• Make sure everyone has access to any links or logins beforehand

• Provide any written or visual materials ahead of time to give people an idea of what to expect

• Include details on how to access the event
HOSTING AN ACCESSIBLE VIRTUAL EVENT

- Make sure your audio is clear
- Speakers use a headset whenever possible if this is accessible to them to improve audio.
- Make sure you are presenting in a quiet space
- Mute all attendees but those speaking to keep background noise to a minimum
- Speaker’s face should be well-lit and clearly seen
- Use accessible, plain language during the event and avoid using jargon.
- Build processing time/breaks into your event.
- Leave adequate time for questions.
- Offer the option for anyone to use chat, voting, hand raising features
HOSTING AN ACCESSIBLE VIRTUAL EVENT

• Share materials in an accessible format
• Offer the opportunity to provide feedback
• Make accessibility an ongoing and inclusive effort

*Please remember this is a learning process!*
Q&A

• Can we host events at the union/outside?
• Can my org reward points to people who attend in person events that are not organized by us? (Blood drives specifically)
• Is there any guidance for being able to film aspects of our intellectual collections for virtual workshops for RSO sponsored conferences that would have taken place in person before COVID?
• As it gets cold outside, our club wants to meet inside (under the permissible limit). Where and how often can I reserve? What about meeting in private sections of public spaces (where we wont disturb others)? Can I reserve a large space for a larger crowd than the limit to socially-distanced gather?
• How do you keep people engaged?
• If we have a virtual event but will be providing supplies for attendees to use during the virtual event, where and how can provide a pick-up location?
• Student Organization Resource & Policy Guide
• McBurney Disability Resource Center
• Campus Event Services Office
• Center for Leadership & Involvement
• UW- Madison Information Technology
THANK YOU!

- RSO Programming Series
  - Fostering an Inclusive Environment: Wednesday, November 18th from 4:30pm- 5:30pm
  - Thursday, December 3rd at 6pm: TBD