

# **TIPS AND TRICKS ON HOSTING SUCCESSFUL RSO MEETINGS & EVENTS**





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WELCOME



# PLANNING VIRTUAL EVENTS & MEETINGS



# PLANNING VIRTUAL EVENTS & MEETINGS

- 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

**WIN** Wisconsin  
Involvement  
Network



## 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!



## EVENT SPACES

- 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 **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](mailto: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?





# SORPG & ADDITIONAL RESOURCES

- 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**

