

Making continuing education happen - The details of planning and implementing the Six-State Virtual Government Information Conference



Fall Depository Library Conference
October 18, 2010, Arlington, VA

Presenters

In the room:

- Chris Brown, University of Denver
- Janet Fisher, Arizona State Library
- Peggy Jobe, University of Colorado at Boulder
- Sandy Rizzo, Mesa (AZ) Public Library,
- Victoria Trotta, Arizona State University
- Brad Vogus, Arizona State University Libraries

Joining remotely via OPAL:

- Barbara Berg, Arizona State Library
- Jennie Gerke, University of Colorado at Boulder,
- Karen Kitchens, Wyoming State Library
- Pat Ragains, University of Nevada, Reno
- Kerry Skinner, Arizona State University



History and Background

- History of working together on previous conferences and Gi21
- Need for continuing education
- Weak economy and diminished travel budgets
- Some experience with online format
- First talks at fall DLC in 2009. Ball really got rolling in February of 2010

Six-State Virtual Information Government Documents Conference • August 11-13 and 16-17, 2010



Previous Conferences

Five-State Conferences

- Flagstaff, AZ (2000)
- Santa Fe, NM (2004)
- Boulder, CO (2006)
- \$\$\$\$

Six-State Virtual Conference

- Online (2010)
- Est. Savings:
\$30,000!

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Goals that drove initial planning

- To create a full-fledged conference experience
- To reach both documents specialists and general reference.
- Create opportunities for networking
- To spend no money or as little as possible
- Include people who might not be able to attend conferences on a regular basis
- Provide CE credits as appropriate
- To gain experience with using technology for continuing education and outreach
- Tap local talent
- Archiving ability required

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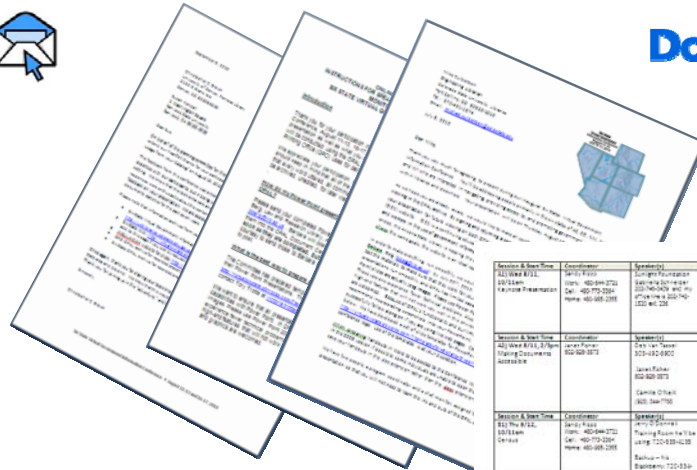
Scheduling and Tasks

- Determine an appropriate sequence of events
- Identify platform
- Identify and assign tasks
- Monitor all of the balls in the air

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Internal Communication



Session & Date/Time	Co-Moderator	Speakers	Chat Monitor	Engaging the web
Aug 11, 11:00 AM 11:00 AM - 12:00 PM Virtual Presentation	Sam Egan Email: 402-684-2723 Cell: 402-770-2284 Home: 402-685-1285	Joseph T. Czarnecki 204-474-2114 (US) 204-764-9204 (CAN) 474-2114 (UK) 222 West 22nd	Sam Egan Email: 402-684-2723 Cell: 402-770-2284 Home: 402-685-1285	Engaging the web Lynette
Session & Date/Time Aug 12, 11:00 AM - 12:00 PM Virtual Presentation	Janet Packer 402-684-2723	Debra Ann Tasson 303-442-9922 Janet Packer 402-684-2723 Samira O'Hara 402-346-7192	Debra Ann Tasson 303-442-9922	Engaging the web Lynette
Session & Date/Time Aug 16, 11:00 AM - 12:00 PM Virtual Presentation	Janet Packer Email: 402-684-2723 Cell: 402-770-2284 Home: 402-685-1285	Speakers: 477-522-7742 Tara-Jane Hurler Lynette 722-533-4128 Basilica - Hi Basilica: 722-5334	Sam Egan Email: 402-684-2723 Cell: 402-770-2284 Home: 402-685-1285	Engaging the web Lynette

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External Communication

Before the conference



During the conference



After the conference



Six-State Virtual Government Information Conference

This conference was held August 11-13 and 16-17. It was a free conference open to all (occurring on the six states of Arizona, Colorado, New Mexico, Nevada, Utah and Wyoming). Please check out the information below:

- Post-Conference
 - Evaluation Survey
 - Conference Blog
- Conference Information
 - Schedule
 - Registration
 - Conference Program
 - State Librarians' Contact Information
- Archive of conference
 - OPAL OPAL Archive
 - Six-State Virtual Government Information Conference Archive
 - Slides on Webjunction



Welcome to the Six-State Virtual Government Information Conference!

This conference will take place August 11-13 and 16-17. It will be a free conference open to all, but we ask that all attendees [register](#). For more information, check out the links below:

OPAL Atrium

Join In Here

Please type your name (first and last) and state. If there are a group of you logged in under one name, if you can, please type the number of you are there that would be great!

Looking for a page related to a particular session? Click on the right for the green "Navigator" bar box - scroll up until you see a folder and the word "Presentations". Then click and find the presentation you're looking for. Add comments to that page - help build a full conference resource!

Attending the Conference

- Getting Started

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Programming

- Zoomerang survey to assess programming needs
- Programming subcommittee tasked with developing schedule to meet needs defined in survey
- Something for everyone—beginning to advanced
- Identifying dates
- Date conflicts?
- Consecutive or split between two weeks?
- Scouring for local and national presenters
- How many will attend?

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Result: Final Program Schedule

Wednesday, August 11

Welcome & Keynote

Speakers: Gabriela Schneider, from the Sunlight Foundation

Making Documents Accessible

Speakers: Debra Van Tassel, CU-Boulder, Janet Fisher, Arizona State Library, Camille O'Neill, Arizona Western College.

Thursday, August 12

Federal Depository Basics

Speakers: Pat Raggins, University of Nevada-Reno and friends

Census: Demographics & Business

Speaker: Jerry O'Donnell, U.S. Census Bureau

Open Forum: Let's Talk!

Digitization Panel

Speakers: James Mauldin, GPO; Mike Culbertson, TRAIL Project; Christopher C. Brown, U. of Denver

Friday, August 13

Q & A with GPO

Speakers: Joe McCane, Laurie Hall, Kathy Brazee Bayer

Clickthrough Statistics

Speakers: Christopher C. Brown, University of Denver; Sue Kendal, San Jose State University

Q and A from the Regionals – or information you [want to know](#) to know about What Happens in your State

Speakers: Janet Fisher, Arizona State Library, Peggy Jobe, University of Colorado-Boulder, Pat Raggins, University of Nevada-Reno

Marketing Our Collections & Services

Speakers: Sandy Rizzo, Mesa Public Library (AZ), Laurie Canepa, New Mexico State Library, and Mollie Gugler, Yavapai College Library (AZ)

Monday, August 16

Next Level Docs

Speaker: Brad Vogus, ASU

Moving to More Electronic – Deselecting and Transitioning

Speakers: Jennie Genke, CU-Boulder; Louise Treff-Gangler, CU-Auraria and Sandy Rizzo, Mesa Public Library

Pacing yourself with PACER: Federal Court Filings at your Fingertips!

Speakers: Madeline Cohen and Amy Levine both of U.S. Courts Library for the Tenth Circuit

Maps & GIS

Speaker: Katie Lage, CU-Boulder

Tuesday, August 17

International Sources & Statistics

Speaker: Kate Holvoet, University of Utah

FDsys

Speakers: Lee Warthen, University of Utah Law, Lisa LaPlant, GPO and Blake Edwards, GPO

Strategic Planning for the Depository Program: Facing Challenges

Speakers: Jennie Burroughs, University of Montana, Valerie Glenn, University of Alabama, Pat Raggins, UNR

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Technology

- Identifying a platform
- Will it work? Using OPAL for planning gave us experience.
- Loading, testing, and debugging presentations
- Troubleshooting
- Which Web 2.0 tools should we use
- Archiving



Support & Training

- Support from Ashley Dahlen of GPO and Tom Peters from OPAL.
- Preparing technical documentation for presenters and participants
- Best practices for presenters
- Practice sessions for presenters and participants



Roles

- Leaders
- Programming subcommittee
- Technical subcommittee
- Web 2.0 subcommittee
- Coordinators
- Chat monitors
- Presenters
- Troubleshooters
- Maintenance for conference website, wiki, GI21, and registration system
- Keeping track of everything to make sure we remained on target

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Challenges

- Technical surprises: microphone problems, web browser issues, platform issues for the Mac, lockouts from sessions, OPAL plugin and administrative rights
- Keeping track of this huge amount of information and e-mails
- Making the OPAL room “live” and directing participants to the correct URL
- Coordinating use of platform for testing, training, planning—Ashley was great!
- Time zones

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Time Zone Challenges



MDT: WY, CO, NM, UT, AZ (Navajo Nation only)

PDT: NV, AZ (except Navajo Nation)

• = speaker or attendee outside of six-states

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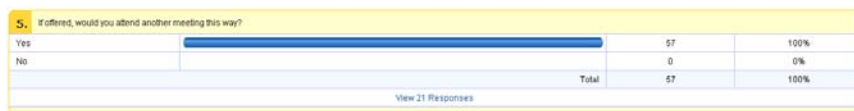
Participation/Satisfaction/Feedback

- Registered participants: 125
- Non-registered participants: number unknown. We know that many attended in groups.
- Wide range of participants: public libraries (metro area and rural), tribal libraries, law firm libraries, community colleges, and universities. Also participants from CA, GA, MT
- CE Credits given: there were 52 CE credits earned by 7 people
- Survey post conference:
 - 57/57 “valuable experience”
 - 57/57 “would attend another virtual conference”
 - 20/55 “had technical difficulties”

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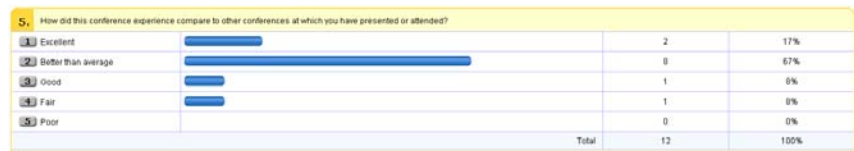
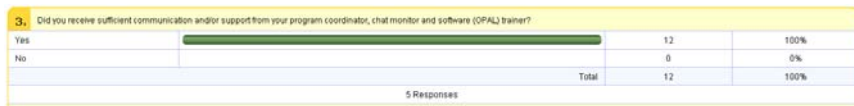
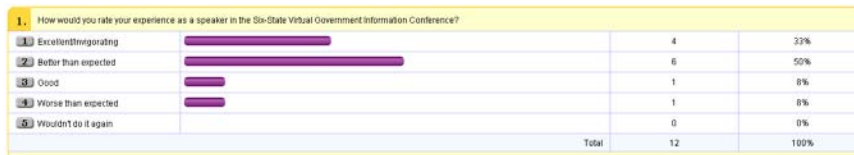
Assessment: Participants



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Assessment: Speakers



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Selected Comments

- “virtual conference sounded a bit dull, and was pleasantly surprised by how much I enjoyed the programs and the interaction provided by the chat room and mics..... We also drew in some non-docs specialists for a few of the programs, which could never happen at a tangible conference.”
- “I would have liked to see a current member of the Federal Depository Library Council discuss where they are and what their priorities are these days.”
- “don't have a chance to go to FDLP conferences and meetings, so it was great to be able to attend and also have another person on my staff attend.”



More comments

- “Good format. More conferences like this would be a good thing.”
- “It was very helpful to have the schedule in advance, complete with program titles and times adjusted for time zone..... I must say, I was not disappointed with the programming. At some conferences you hike all over town to get to someplace you've never been, only to find out that the program title really doesn't match the content!! You did an excellent job of describing programs. ”
- “Great conference and wonderful experience. Learned a lot and will apply what have been learned in the current job.”



Comment Threads

- Valuable, informative content/sessions/variety and excellent speakers
- Oft-mentioned favorites: Keynote, International Sources/Stats, Maps/GIS, Census, but **all** received excellent comments
- Schedule conducive to performing work duties while attending conference
- Audio drop-outs/delays/volume issues for some
- Desire for more dynamic software for live demos



Would we do it again?

- Absolutely! Stay tuned for 2012
- Additional information on the conference:
 - Website: <http://ucblibraries.colorado.edu/govpubs/conference/6state/index.htm> (with links to everything)
 - Conference archive: <http://www.opal-online.org/archivegpo.htm>
 - Slides and handouts: <http://www.webjunction.org/gi21-conferences-and-training>
 - Wiki: <http://virtualsexstate.pbworks.com/>



Comments and Questions?



Six-State Virtual Government Information Conference

Information Worth Keeping

This conference was held August 11-13 and 16-17, 2010. It was a conference focusing on the six states of Arizona, Colorado, Nevada, New Mexico, Utah and Wyoming.

Please check out the information below.

Conference Information - **Archive of conference**

- o [GPO OPAL Archive](http://www.opal-online.org/archive6stateconf.htm)
<http://www.opal-online.org/archive6stateconf.htm>
- o [Six-State Virtual Government Information Conference Archive](http://ucblibraries.colorado.edu/govpubs/conference/6state/index.htm)
<http://ucblibraries.colorado.edu/govpubs/conference/6state/index.htm>
- o [Slides on WebJunction](http://www.webjunction.org/gi21-conferences-and-training)
<http://www.webjunction.org/gi21-conferences-and-training>

Continuing updates appear on:

- [Conference Wiki](http://virtualsexstate.pbworks.com/)
<http://virtualsexstate.pbworks.com/>

This is a working space for before, during, and after the conference.



Archived Conference Presentations

Keynote speech – Gabriela Schneider (Sunlight Foundation)

Making Documents Accessible – Debra Van Tassel (University of Colorado-Boulder), Janet Fisher (Arizona State Library and Archives), Camille O'Neill (Arizona Western College)

Federal Depository Basics – Pat Ragains (University of Nevada – Reno)

Census: Demographics and Business – Jerry O'Donnell (U.S. Census Bureau – Denver office)

Digitization Panel – Mike Culbertson (TRAIL Project), Chris Brown (University of Denver), James Mauldin (U.S. GPO)

Q&A with GPO – Joe McClane, Laurie Hall, Kathy Brazee Bayer (all from U.S. GPO)

Clickthrough Statistics – Sue Kendall (San Jose State University) and Chris Brown (University of Denver)

Marketing Our Collections and Services – Sandy Rizzo (Mesa Public Library, AZ), Laurie Canepa (New Mexico State Library), Mollie Gugler (Yavapai College Library, AZ)

Next Level Documents – Brad Vogus (Arizona State University)

Moving to More Electronic: Deselecting and Transitioning – Jennie Gerke (University of Colorado-Boulder), Sandy Rizzo (Mesa Public Library, AZ), Louise Treff-Gangler (University of Colorado-Auraria)

Pacing Yourself with PACER: Federal Court Filings at your Fingertips – Madeline Cohen (U.S. 10th Circuit Court of Appeals – Denver)

Maps and GIS – Katie Lage (University of Colorado-Boulder)

International Sources and Statistics – Kate Holvoet (University of Utah)

FDsys: The Next GPO Access? – Lisa LaPlant and Blake Edwards (U.S. GPO), Lee Warthen (University of Utah)

Strategic Planning for the Depository Program: Facing Challenges – Pat Ragains (University of Nevada-Reno), Jennie Burroughs (University of Montana), Valerie Glenn (University of Alabama)

Planning a Virtual Conference: Measures for Success

As you plan a virtual conference, you'll make hundreds of decisions, large and small, particularly if this is your first time planning one or if you have little groundwork to go on. You may find these tips helpful - tangible and intangible ingredients for planning a virtual conference that we've found helped move things as smoothly as possible.

Assembling Planning Team:

- Know with whom you can work and bounce ideas. Who can come up with exciting possibilities?
- Get variety of talent on board – leadership, technical, written, planning/project management, motivation, topic strengths
- Need leader(s) to make executive decisions and drive progress
- Some starters may not be able to continue – create strong core to accomplish work and keep it going
- Collaboration/vision become very important – share philosophy - commitment to continuing education, learning, and sharing
- Keep vision in mind; make it compelling to keep you energized enough to reach it
- Have support of your institution – project will require time!
- Give everyone role, define each role
- Create additional roles as needed – these can be for those outside of planning committee

Meeting Mechanics/Work styles:

- If conference is online, use online space for planning meetings – work out bugs, get very familiar with functioning and idiosyncrasies of product
- Create agendas for meetings – plan what you'll accomplish
- Set deadlines – small and large – so it gets done
- Take meeting minutes and save chat if you meet online. (Great record of activities; helpful to share with participants who are unable to attend meeting)
- Volunteer to do stuff so it gets done!
- Write “charge” for yourselves so you know what you're expected to do – for example, program planning subcommittee given charge so they knew what would be in their purview and didn't waste time with items they had no control over. Also able to make recommendations as they saw aspects/impacts arise affecting areas outside of their charge
- Create/use templates – useful for marketing, speaker agreements, emails to speakers, thank you notes, etc. Helps reduce duplication of efforts. Use talents of those who can write, have everyone edit
- Be realistic about what you can accomplish – the bigger it is, the more work it will require!
- Realize that everyone is busy outside of conference planning – may find yourself doing more than you thought you would – many planners wound up also presenting sessions or carried other very large responsibilities to make conference happen, in addition to planning
- Meet regularly so you don't lose momentum. It's okay to be a nudge!!!!
- Requires multi-tasking to the max!

Session Planning:

- Take holistic view: What's needed? What's missing?
- Put self in place of participants and take surveys seriously, while using planning group brain trust and determining what you can realistically pull off
- Explore national and local outside organizations of interest to consider for keynote – think high profile and timely, if possible
- Review past conferences, conferences of other types, DLC conferences for session topic ideas
- Be creative!



- Create master list of all session contacts and share with planning team; will prove helpful during all steps of planning process, particularly when resolving issues prior to and during conference
- Share schedule with potential registrants, and remind registrants to sign up (may have to send several notices – if registration-based, send reminder prior to, at registration kickoff, and again before closing at a minimum)

Working with Technology:

- Evaluate platform's existing technical documentation – will it work for your participants? If not, be prepared to revise/create tools, FAQs needed
- Screen shots are helpful and can even be sent in emails to all registrants
- Offer practice times for participants/speakers (but do so separately as they have different needs and should have different functionality available to them). You'll be surprised at what you discover! Helps everyone feel comfortable on conference day – especially speakers whose comfort level affects quality of the program
- Test times allow participants/speakers to discover IT issues they need to resolve on their end
- Prepare visual document to explain basic functionality that will display during test times
- View PowerPoints in platform before going live – formatting issues may have to be resolved
- In considering Web/Web 2.0, use tools available to you – ask if you might use those of your institution (web site, registration platform, etc.)
- Avail yourself of appropriate FREE tools available – blogs, wikis, Twitter, Doodle for scheduling planning meetings
- Help each other jump into new things (Wiki, Twitter, etc.)
- Utilize talents of technically savvy on your team – particularly helpful to have “gurus” who can update at a moment's notice, troubleshoot, correct
- Know platform as intimately as you can! You'll likely be called on to help less-knowledgeable during conference
- If involved at planning level, files sizes will be HUGE — be prepared to deal with high volume of email including minutes, ppts., planning documents, etc., and be sure that system can handle it
- Very helpful if you have technical assistance from vendor of product you're using or anyone else who's extremely knowledgeable about product
- Capitalize on chat functionality of the platform; people can use chat to ask questions, contact technical support; planners contacted each other for “on-the-fly” decisions and issues, and participants could privately chat to build relationships

Day(s) of Conference:

- Identify individuals who'll act as troubleshooting/support; let participants know they can contact them via private chat or by phone
- Urge people to enter conference room 15 minutes early so session can start on time with tech issues resolved
- Use pre-session time to test mics – anyone in room will help (“Can you hear me clearly?”)
- Have speakers check in ½ hour ahead; helps with technical aspects and comfort
- Chat monitor can “capture/ask” questions that speaker has missed; copy questions into Word document until specified question break (each speaker has own way of taking questions – some throughout, some at specific points, some adept at noticing chat and answering immediately)
- Participants like ability to ask questions at any time in chat; remember to let participants know they can do this and encourage throughout conference sessions!

Other ingredients that worked for us/suggestions:

- Find person(s) most comfortable with “public speaking” to introduce/facilitate - helps set tone on how to introduce, guide discussion in sessions.
- Develop regional network if you don't have one. You can accomplish much together that you never could do alone. Start small – hold virtual meeting. Could grow into something amazing.



Suggested Timeline/Checklist for Planning a Live Conference

For the Six-State Virtual Government Information Conference, we had no checklist when we began – we learned as we went along! Your timeline may vary, based on whether or not your conference involves the program proposal process. By filling sessions via proposal, you'll incorporate additional tasks (create proposal form, advertise conference/proposals early on, await submissions, perform selection/notification process) that could extend the timeline by perhaps several months, ultimately extending rigorous planning time to a year or more.

This conference was a free conference using existing resources available freely to the group, library staff able to coordinate the conference in addition to their normal work, busy days, and creativity! (**Bold** are turning points.)

Our Chronology:

1 Year before:

- Consider event and set goals
- Begin discussions; get buy-in from people willing to work on planning
- Establish leadership for conference

6-7 Months before:

- Assemble leaders to begin planning process
- Create core conference planning committee (found 12 to be good number – more ideas, more people to share load); included active regional librarians and volunteers from selective libraries
- Determine virtual software platform to be used as conference “site,” negotiate usage (may want to compare two to examine pros and cons)
- Use online meeting scheduling tool to plan across time zones and select best time for all
- Hold first meeting in selected conference site to build knowledge of platform’s abilities
 - o (hold meetings every 2-3 weeks thereafter for status updates/decisions until 2 months before conference, when meetings switch to weekly; hold all in online conference site, if possible)
- Discuss general aspects of conference including goals and desired potential audience
- Discuss whether conference will be free or cost-basis and open to all or to a limited group size
- Brainstorm topics/topic areas to offer, relying on knowledge of resources available
- Determine date(s) for conference
- Determine length of sessions
- Determine number of total sessions overall, and number of sessions to hold each day
- Begin to consider names for conference
- Begin to consider/create logo/branding
- Begin to brainstorm keynote presentation ideas
- Create online survey and send survey link to depository librarians in region for interest in virtual conference; gather interest in topics and request participants to rank/rate, generate additional suggestions; request their interest in presenting, participation in planning

5 Months before:

- Decide on name for conference
- Create Program Planning Subcommittee (P) (found 7 to be good number) (overlap in subcommittees)
- Create Technology Subcommittee (T) (found 3 to be a good number) (overlap in subcommittees)
- Create necessary roles (Coordinator, Speaker, Chat Monitor, Technical Support)
- (P,T) Receive “charge” from leadership detailing work to be accomplished, deadline to bring plans to larger group
- (T) Consider/test Web 2.0 tools useful for planning and for conference
- (T) Create website for conference as starting point for static information**
- (T,P) Create wiki as place to post planning information/exchange ideas, presentation pages
- (P) Examine completed surveys, prioritize most popular session topic ideas



- (P) Initiate contact with some potential speakers to gauge interest/availability
- (P) Create mock schedule options for conference planning group to consider/approve including conference dates and session times
- (P) Create list of other recommendations for conference planning group to consider and forward to them
- (T) Examine/evaluate existing technical documentation related to platform
- (T) Revise/create documentation on using platform, with version for Participants and version for Speakers
- Create “save the date” marketing blurbs
- Brainstorm advertising locations and post these blurbs in all available channels to reach potential audience
- Continue to examine national/local outside possibilities for keynote, communicate with choices, select
- Confirm keynote speaker

4 Months before:

- Send formal schedule to committee for approval; **Adjust/approve final schedule**
- Post schedule on website with time/date/session title information
- Post technical information including FAQs onto website
- Identify Coordinators (drawn from planning committee) to handle each program, guide it to conference

3 Months before:

- Contact potential programs Speakers, invite them to present
- As Speakers are identified, collect biographies and post on website/wiki
- Determine method whereby Speakers submit PowerPoint presentations and handouts
- Determine standards to be used in presentation preparation (versions of word processing, presentation software, etc. to be used that work best for maximum number of participants and software)
- Set 1.5 months prior deadline for receipt of PowerPoint presentations and associated materials
- Create Speaker Agreement Form
- As “verbal” agreement is established, send Speaker Agreement Form including dates, important contacts, technical support details, links to information that will be changeable or posted in the future
- Identify/develop/select registration system to use
- Create text for registration system including text on registration page, text of program information once event is selected from others, text of confirmation email to registrants
- Test registration system and determine when to go live
- Open registration system (2.5 months prior); add link on conference website on live date**
- Formally advertise conference with links to website, program schedule, registration instructions, basic technical information

2 Months before:

- Firmly clarify roles/duties (Coordinator, Chat Monitor, Speaker); identify persons to perform unassigned roles
- Establish Speaker logistics including microphone usage, introduction format, how to seek technical help
- Determine method/location of uploading presentation items to conference platform and other tools for access
- Discuss continuing education credits – how to implement
- (Behind scenes: Coordinators/Speakers work on programs, PowerPoint presentations, communication)
- Monitor registration progress and whether more advertising is called for

1 Month before:

- Determine test times for participants – who will run, how to run, when to schedule; plan to offer several at various times to improve coverage/attendance
- Fill any roles left vacant
- Monitor receipt of PowerPoint presentations; post PowerPoints/handouts to WebJunction
- Begin session run-throughs for those ready to practice
- Monitor registration, conduct second marketing push

3 Weeks before:

- Work on program housekeeping (session mechanics for smooth delivery)



- Fill sessions purposely left open until this point (Lunch and Learn, timely topics) and establish Coordinators
- Promote training sessions for participants and speakers

2 Weeks before:

- Begin holding 1-hour test times for Participants and Speakers to learn how to use conference platform
- Schedule Speakers, Coordinators, and Chat Monitors in conference space to work out bugs of individual programs over coming weeks (can be done if space is available in platform)
- Identify who will archive virtual sessions – best to have backups in case of technical malfunction
- Identify who will capture chat log from sessions, if desired – have backups in case of technical malfunction
- Prepare screen to post on conference platform before/between sessions
- Create master list of each program and associated Coordinators/Speakers/Chat Monitors including phone/email contact information; distribute to entire committee and extras who need it
- Make additional decisions about Web 2.0 – strategy for dealing with technical issues learned during test times
- Encourage participants to load technical plug-ins needed and help troubleshoot as necessary
- Finalize process of loading slides into presentation space
- Provide deadline extension for submission of PowerPoint presentations
- Determine whether group needs additional test times based on attendance/experiences so far

1 Week before:

- Plan welcome/introduction information
- Check status of all presentations – are all loaded and functional?

Days Immediately Preceding:

- Remind attendees of conference via email (using registration database contact information)
- Remind Speakers of conference, with their specific date and time of presentation
- Send email to CE requesters with form/link/survey they will use to earn CE credits

Day(s) of Conference:

- Load presentations for the day in final conference meeting room
- Presenters present, Participants participate
- Collect data on conference attendance (number of persons attending sessions)
- Troubleshoot problems that arise for Presenters and Participants
- Archive sessions and capture chat logs you wish to retain
- If utilizing social media, actively invite participation and post timely updates

Final Day of Conference:

- Send survey link to online Conference Evaluation form for participants
- Immediately debrief as a planning group to discuss outcome, pat each other on the back for accomplishments
- Finalize thank you letter template; distribute to Coordinators
- Set date to examine evaluations and provide to all to help in personalized thank you letters

Weeks Following Conference:

- Coordinators send thank you letters to program speakers and other key individuals
- More intensive debriefing as evaluations are analyzed

Months Following Conference:

- Begin forming general ideas for next conference!

The timeline/checklist reflects our experience creating a 5-day virtual conference in a relatively short timeframe, with a group of 12 hard-working core planners (many with previous experience in planning projects together and possessing a wide variety of skills to tackle the variety of elements of planning/coordination) and 5 extras, sometimes working in huge bursts or at a fevered pitch. Adjust your timeline to suit your needs, realities, and resources.

