



**Plan, Practice, Perform: Pulling Off Virtual Events and
Making It Look Easy**

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Our Presenter



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Digital Readiness Fairs

- Four 4 ½ hour Zoom events
- Community driven
- Keep the content moving!
- Many thanks to WiLS' Admin Team



Register for one of our upcoming

DIGITAL READINESS FAIRS

June 29 • July 16 • August 3 • August 18

Virtual, free, and open to anyone interested in creating digital historical collections

Plan: Zoom considerations

- Webinar or meeting?
- Zoom registration
- Ask engagement questions in registration to inform event content
- Code of Conduct

Registration ×

Registration

Questions

Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Order	Your Questions	Required	
1	What question(s) or concept(s) would you like to have addressed during the fair?	<input type="checkbox"/>	Delete
2	What's a question or challenge your organization has faced when planning a digitization project?	<input type="checkbox"/>	Delete
3	I have read and agree to the Code of Conduct for the Digital Readiness Fairs. The Code of Conduct can be found at [web address].	<input checked="" type="checkbox"/>	Delete

New Question

Plan: Other Considerations

- Day and time
- Speaker information
- Minors as speakers?
- Hybrid event with an in-person component?

Practice: Before the event

- Marketing kit for partners
- Prepare slides (one combined slideshow)
- Drop-in dress rehearsal for speakers and hosts
- Share the schedule with everyone involved
- Set up backchannel communication for everyone to stay in touch
- Reminders: 2x before the event

Engagement considerations

Digital Readiness Fair

Virtually hosted by Kenosha County Historical Society

August 18, 2021

Time	Session	Speaker
12:30 - 1:00 pm	Meet and greet (optional) Grab your lunch or a snack and join us before the fair to chat, meet other local history practitioners, and connect with Janet Seymour, Wisconsin Historical Society Outreach Director.	
1:00 - 1:10 pm	Welcome	Chris Allen Executive Director Kenosha County Historical Society
1:10 - 1:50 pm	Statewide Digital Readiness Community of Practice	Vicki Tobias Digital Projects Team Recollection Wisconsin Kristen Whitson Program Assistant Recollection Wisconsin
1:50 - 2:00 pm	Break	
2:00 - 2:50 pm	The Evolution of JMM's Oral History Project We will look at the long history of Jewish Museum Milwaukee's extensive video oral history program and some of the challenges and successes. We will examine how the oral histories are utilized and some new things the Museum did during the pandemic.	Jay Hyland Archivist Jewish Museum Milwaukee
2:50 - 3:00 pm	Break	

- Gift packages for small groups
- Brag decks
- Set reasonable expectations! Make schedules available for attendees
- Community building: set up before-and-after chat time

Perform: During the event

- Tech support/someone to manage chat
- **Relax! Let it flow.**
- Leave room for talking and questions

After the event

Digital Readiness Fairs: Resource List

In summer 2021, Recollection Wisconsin facilitated four virtual Digital Readiness Fairs across the state of Wisconsin. After each event, we compiled resources shared by attendees during the event. For more information about the Fairs, digital readiness or resources included on this list, contact Recollection Wisconsin (info@recollectionwisconsin.org).

Resources shared at all four Digital Readiness Fairs

Digital Readiness Fairs webpage - <https://recollectionwisconsin.org/cop/digital-readiness-fairs>

Join the Digital Readiness Community of Practice (Google Form) - tinycloud.com/dsdp75kn

Recollection Wisconsin office hours - <https://recollectionwisconsin.org/recollection-wisconsin-office-hours>

Recollection Wisconsin Digital Projects Toolkit - <https://recollectionwisconsin.org/toolkit>

Wisconsin Historical Society Local History and Historical Preservation Fall 2021 conference - <https://www.wisconsinhistory.org/Records/Article/CS3325>

Wisconsin Historical Society Local History Affiliate Directory: www.wisconsinhistory.org/localhistory-directory/

Digital Public Library of America (DPLA) - <https://dp.la/>

- Primary Resource Sets - <https://dp.la/primary-source-sets>
- Black Women's Suffrage Portal - <https://blackwomensuffrage.dp.la/>
- DPLA Harmful Language Statement - <https://dp.la/about/harmful-language-statement>

- Sharing resources from the event and that were shared during the event
- Follow-up survey - send 2x
- Follow up on and maintain relationships started

Questions or Comments?

What have you seen work well in virtual events?
What lessons have you learned?

Thank you!

Questions? Comments?

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