

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

Kristen Whitson
Digital Projects Specialist, WiLS

# **Our Presenter**



Kristen Whitson Wils

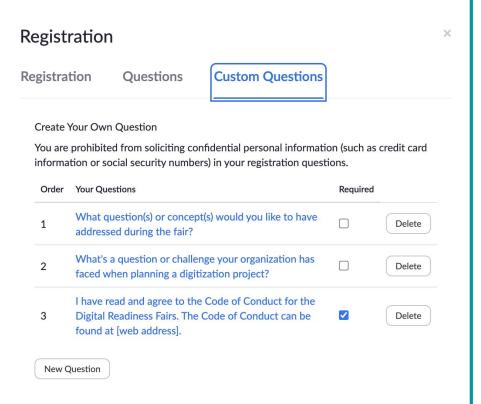
## **Digital Readiness Fairs**

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



### **Plan: Zoom considerations**

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



### **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.	<b>Jay Hyland</b> 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) - tinyurl.com/dsbp75kn

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://blackwomenssuffrage.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? kristen@wils.org