INTERACT | EUROPEAN UNION

How to run online events? Knowledge exchange workshop
25 May 2021
Online

CET   **Tuesday, 25 May 2021**

09.30 – 09.45   **Introduction & objectives of the workshop**
                  Interact

09.45 – 10.15   **Lessons learnt**
                  Interact & participants
                  • Lessons learnt in organising and running online events
                  • Discussion - with everyone taking part

                  Objectives of the session: to share lessons learnt about planning, preparing and running an online event. What is important, what to pay attention to, who to involve, how to organise your script?

10.15 – 11.00   **How to build engagement into your online event?**
                  Interact & participants
                  • Tips and hints for an engaging online event
                  • Engagement techniques and methods
                  • Discussion - with everyone taking part

                  During this session, participants will get to know which techniques and methods to use to make their online events engaging. We will also exchange on which methods participants have been using when running their online events and for what purposes.

11.00 – 11.15   Comfort break

11.15 – 11.45   **Different types of online events**
                  Interact & participants
                  • Online events for decision making
                  • Online events for programmes' annual events
                  • Other formats

                  During this session, we will look at different purposes of online events and different delivery formats. Participants will exchange on their purposes for online events and different formats that they have used for online events.

European Regional Development Fund

11.45 – 12.15   **Troubleshooting and Plan B**
Interact & participants
- What happens when things do not go as planned
- Having plan B - and C - is the key

During this session, participants will exchange on how to prepare for situations where things do not go according to the event plan.

12.15 – 12.30   **Wrap up and closure**