



## How to run online events? Knowledge exchange workshop – 2<sup>nd</sup> edition

**09 November 2021**

**Online**

**CET**

**Tuesday, 9 November 2021**

**09.15 – 09.30**

Access of participant to Zoom, technicalities

**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 and video-conferencing platforms**

*Interact & participants*

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. We will also seek to explore different video-conferencing platforms, highlighting their pros//cons.





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### **11.45 – 12.15 Hybrid events – reality of wishful thinking?**

*Interact & participants*

- Interreg programmes sharing their experiences with the hybrid events (tbc)

During this session, participants will exchange on their experiences/ plans with the hybrid events.

### **12.15 – 12.30 Wrap up and closure**