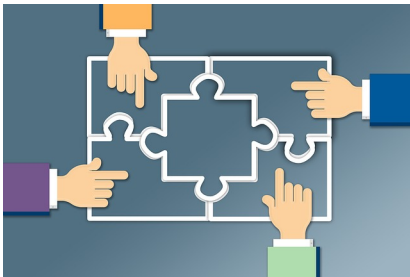


VIRTUAL EVENTS 101

Ceremonies & Events | 2020

VIRTUAL PLATFORM – ZOOM

Why Zoom?



THE WORLD IS YOUR

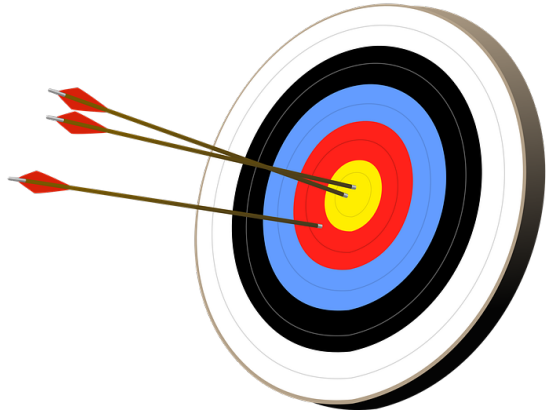


← **STAGE**



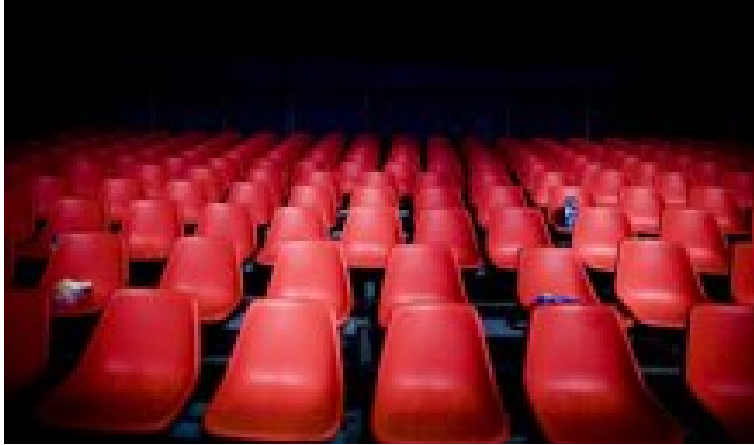
WHAT ARE YOUR **GOALS**?

GOAL SETTING

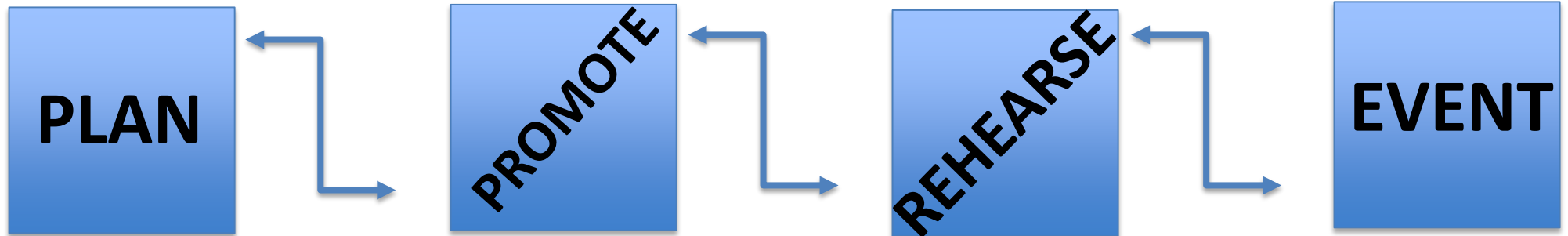


- Learning Outcomes
- Call to Action

ZOOM MEETING VS ZOOM WEBINAR



VIRTUAL EVENTS



Panelist

Breakout Host

Spotter

Chair

Moderator

MC

Stage Manager

What Are the Production Team Roles?

Panelist

Breakout Host

Spotter

Chat

Moderator

MC

What is the Stage Manager's role?

- Zoom “host” function
- Controls from the background



Stage Manager

Panelist

Breakout Host

Spotter

Chat

Moderator

Do I need an MC?



MC

Stage Manager

Panerlist

Breakout Host

Spotter

What Does Your Moderator Do?



**Chat
Moderator**

MC

Stage Manager

What are my Spotter Roles?



Spotter

Moderator

MC

Stage Manager

Breakout Host

Panellist

How Are Breakout Hosts Useful?



Breakout Host

Spotter

**Chat
Moderator**

MC

Stage Manager

Are Speakers Necessary?



**Presenter/
Panerlist**

Breakout Host

Spotter

**Chat
Moderator**

MC

Stage Manager

PROMOTION & REGISTRATION



REHEARSAL TIME



POST EVENT & FOLLOW UP

Post Event



Follow Up



ANY QUESTIONS?