

Virtual Event Attendance Tips

Over the past few years, we've had the opportunity to engage in virtual conferences, trainings and events. The purpose of this document is to list strategies that can support Educare leaders and staff successfully engage in virtual learning experiences. Members from learning groups and work groups across the Network contributed to the strategies below.

Planning Ahead

- Make a plan for sessions that you will attend and sessions staff will attend.
 - Create a schedule so your supervisees can have a chance to participate in the virtual event.
 - If needed, plan for staff coverage.
- Block (and honor!) time on your calendar.
- If planning to view sessions later alone or with other staff - schedule that on your calendar.
- Organize 'watch parties' for staff to join together to watch sessions on demand.
- Be offsite if possible to minimize distractions. If this is not possible, watch from somewhere other than your office -- a meeting room, etc. that still cuts down on distractions.

During the Event

- Turn off all phone/computer/device notifications.
- Take movement breaks between sessions.
- Wear blue light glasses, if you have them, or take frequent eye breaks.
- Have water and snacks handy.
- Take advantage of the event chat feature for information sharing and conversations.
- Have pens or markers handy to doodle copiously or bring a fidget with you to help with focus.
- Have a physical notepad or handout to take notes on that is not your computer. Sometimes when watching/attending virtually, it is easy to forget to take notes to jog your memory later on.
- Use a shared tool for take-aways or taking notes such as EasyRetro, Padlet, Jamboards, etc.
- Make a connection with someone else attending to be able to talk about the sessions and your thoughts and ideas on the topics. This can be someone at your school, but try to push yourself to connect with someone from a different school via the event platform or the EducareShare online community.

Post-Event Reflections

- Reflect on the team time that happened and was beneficial when attending the Network meeting in prior years in-person. Get creative about how you can create similar opportunities during the week of the Network meeting.
- Plan ahead for a Jigsaw share-out with staff that intentionally went to different live sessions.