



Engagement in a Box ©

Guidelines for Hosting In-person Events

Prior to the Meeting

1. **Align with the instructor** on whether to hold the meetings at campus sites or at a central location. If on campus, work with the local campus contact on all logistics. **Note:** If you have chosen to use an online format, follow the guidelines for the technology chosen.
2. If not on campus, **follow all local guidelines** for selecting a venue based on size of group, food and drink, parking, access to electricity for screen presentations, etc.
3. Select a **facilitator and a backup facilitator** from your Chapter.
4. **Identify other roles** and assign them (greeter, food/drink coordinator, etc.).
5. **Test the presentation**, both audio and video. Ensure you have all login access needed.
6. **Preview each webinar with the Chapter participants** so they are comfortable talking about the content and speakers after the presentation.
7. **Prepare discussion content** for before and after the video.
8. **Send names and emails** of all registered students and instructors to National.

During the Meeting

1. Ensure all **participants have signed** the meeting register with contact information (or use your online registration system if you have one).
2. Open the meeting with a **general greeting about ACP**, your Chapter, and the EPCR program using content provided by National.
3. Introduce yourself and all other **ACP participants**.
4. **Introduce the presentation** based on material provided for that webinar.
5. Ensure someone is monitoring the audio/video quality and the ability of the participants to see and hear well (close curtains, rearrange chairs, etc.).
6. **Start the webinar recording** for that session. Do not share the link to the video with the instructor or the students.
7. Open the floor for questions and then **facilitate the Q/A**.
8. Ask for **feedback** on the value of the session and any ideas for reaching more students. (Use paper for survey, if possible). **Promote upcoming sessions**.
9. **Ensure participants leave with a flyer** about your local Chapter. If you plan to allow them (or the instructors) future access to the recordings, share information on the method of access. See the ACP marketing flyer on the National website, **Why Join ACP?**



Guidelines for Hosting *Online* Events

Prior to the Meeting

1. **Align with the instructor** to determine roles and set expectations for the process.
2. Ensure you have tested that your **audio and video** are working properly and, before the start of the meeting, test all guests' audio and video.
3. Conduct special testing of the “**video within a video**” because you will be switching between a live session, the recorded webinar, and possibly PPT slides you created for sharing webinar details, panelist introductions, and contact information for the Chapter.
4. **If the group is large**, use the platform's controls to keep all participants on mute and without video. Keep the “chat” or messaging option available for questions from the participants or to handle a production issue.
5. Decide whether to record the session. **If you are recording**, ensure the person managing the session starts and stops the recording at the proper times.

At the Close of the Meeting

1. Ask for **feedback** from the group about the current session.
2. Discuss the **upcoming webinars**.
3. Confirm everyone has the **information needed** for the next webinar registrations.

Tips for Leaders and Guests

1. Select a place with **no background noise**. Ensure the camera is straight on you and not at an angle.
2. **Plug in the laptop** to an outlet for better quality and consistent power.
3. **Sit up straight and speak in a normal voice**; remember to pause.
4. **Mute when not speaking**.
5. **Do not move papers or multi-task** (type, eat, drink, check phone, etc.).
6. Continue to **look straight at the camera** and stay engaged.
7. Direct questions to a **specific person by name**.
8. Do not talk over people.
9. **Relax and have fun!**