Virtual Society Social

Purpose

Demonstrate the value of being a member by:
- Demonstrating that our Society is active, relevant and FUN!
- Creating a sense of community
- Enhancing the both knowledge and technical skills of our members

Possible Types of Fun Events

- Society Social
- Quiz or Game Night
- Movie Night
- My Favorite YouTube Find
- Be creative.

Delivery Methods

- ZOOM
- GoToMeeting, GoToWebinar
- WebEx
- Livestorm
- Skype
- Slido
- Or, another virtual meeting platform

Choose the platform(s) that are appropriate for type of event(s) you want do deliver, and, of course, within your budget. Choose platforms that facilitate engagement via polling, quizzes, Q&A, chats, screen share, video and sound sharing.

Frequency

Your choice. DO SOMETHING. Your members are waiting to engage.

Audience

You know your audience. Think of expanding it to include family or a sister organization.

Don’t Wing It, Plan It

- Plan the event just as you would an in-person event
- Have a designated moderator, emcee.
- Have a technical host or two
- Script the event (at the very least talking points)
- Use polling, quizzes, Q&A, multi-media, file sharing to engage your guests
Virtual Society Social

A Virtual Society Social is like a talk show. Be prepared to start and keep the conversation going. Consider having shills in the audience and be willing to engage them in the interaction. Not everyone will participate, but that does not mean they are not thankful for the opportunity to engage with their Society.

Around 35-45 minutes is probably a “sweet spot” for this type of event.

- **A-Block (5 minutes)**
  - Welcome, acknowledgements if necessary
  - Review ground rules and review tools
    - Initially everyone may be muted
    - Ask questions through the chat function
    - Launch a sample poll for everyone to test
    - Encourage attendees to give non-verbal comments

- **B-Block (12 minutes)**
  - Get the conversation going by using a series of questions.
    - Launch poll with 2 – 4 questions relating to B-Block
    - Use the answers to keep the conversation going
    - Launch prepared questions via chat (if needed)
    - Host reviews questions submitted via chat and asks questions, asks attendee who submitted question to participate, or has coordinated with audience member to be asked a question

- **C-Block (12 minutes)**
  - Keep it going by using a same format of B-Block
  - OR – Introduce A Trivia Quiz
    - Launch poll with 2 – 6 Multiple Choice Trivia Questions
    - General, Sports, Movies, Geography

- **D-Block (5 minutes)**
  - Meeting Wrap-Up
  - Thank yous
  - Call to Action
  - Close
    - Launch exit poll (if using)
Staying Connected
Virtual Society Social/
Happy Hour

Engagement is Key

Choose a theme, discussion topic, game, demonstration. Plan some activities so everyone can participate. Take the time to put together questions that spark conversation. Re-enforce the conversation points with a poll. Be creative.

Alright, Alright, Alright! Consider having an Emcee, getting and keeping the conversation going. The technical host will launch the event, admit attendees, launch polls, share polling results, conduct inline chats with everyone or specific individuals.

Invitations/Confirmations

Develop your own campaign and see what works for your Society.

Test A

Dear [Salutation],

Let’s stay healthy and active together. Working remotely and social distancing are part of our lives. Throw in market volatility, difficult client conversations, search for personal paper-products, a few dropped calls, no-contact delivery pizza, a binge-watching session of "Game of Thrones", and you’re thinking the story line of "Lost" ain’t that bad.

Join us for an informal Virtual Society Social via ZOOM on [Day, Date] from [begin time – end time]. Bring your choice of beverage, turn on your webcam, select a stunning virtual background and join us.

Reservations required. All reservations must be received by [time] on [date]

Reserve now.  Cannot attend.

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Test B

Dear [Salutation],

All of us at CFA Society [Name] hope you and your family are healthy.

Let’s stay healthy and active together. Put on your party shirt, bring your choice of beverage, turn on your webcam, select a stunning virtual background and join us for our first Virtual Society Social on [Day, Date] from [begin time – end time]

We’ll be using ZOOM. Reservations Required. All reservations must be received by [time] on [date]

Reserve now.  Cannot attend.

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Test C

Dear [[Salutation]],

Join us for an informal Virtual Society Social via ZOOM on [Day, Date] from [begin time – end time]
Bring a beverage of your choice and join in. Good conversation to stay connected with our friends and our community. Don’t forget the appetizer.
We’re holding a tropical shirt contest, vote for your favorite virtual background, quarantini and your favorite binge-watching show.
Reservation Required. All reservations must be received by [time] on [date].
Reserve now. Cannot attend.

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Last Call – No Prior Response

Dear [[Salutation]],

Virtual Society Social is this evening from [begin time – end time]. Still time to register! Fly in under the wire by making your reservation today by [time].
Bring a beverage of your choice and join in. Good conversation to stay connected with our friends and our community. Don’t forget the appetizer.
Reserve now. Cannot attend.

--------------------------

Last Call – Responded Cannot Attend

Dear [[Salutation]],

You let us know earlier that you were not able to join our Virtual Society Social this evening from [begin time – end time]. But, sometimes plans change and we wanted to let you know there is still time to register.
If you are now able to join us, please make your reservation today by [time].
We hope to see you soon!
Reserve now. Still cannot attend.

--------------------------

Confirmations

Remember, it’s a Virtual Society Social, your confirmation messages set the tone as well as contain information about how to join the event.
If possible, use the “add to your calendar” feature.
Below is a sample script for a Virtual Society Social. Have fun and make it your own. The primary purpose is to re-connect and create a sense of community.

<table>
<thead>
<tr>
<th>Emcee</th>
<th>Technical Host</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Welcome</strong></td>
<td>Monitors and admits folks into the meeting room.</td>
</tr>
<tr>
<td>[While folks are entering the meeting room, engage in small talk.]</td>
<td></td>
</tr>
<tr>
<td>Welcome everyone. Hope you are healthy and doing well under the</td>
<td></td>
</tr>
<tr>
<td>current conditions of stay at home and social distancing.</td>
<td></td>
</tr>
<tr>
<td>It's probably more important now, that in this time of uncertainty</td>
<td></td>
</tr>
<tr>
<td>that we stay connected -- to our fellow professionals and our</td>
<td></td>
</tr>
<tr>
<td>communities.</td>
<td></td>
</tr>
<tr>
<td>Again, thank you for joining us this evening.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technical Review</strong></td>
<td>Continues to monitor and admit folks into the meeting room.</td>
</tr>
<tr>
<td>[This is optional, allows some extra time for folks to enter the</td>
<td>Launch first chat to everyone.</td>
</tr>
<tr>
<td>meeting room, get comfortable with the technology]</td>
<td><em>We are so glad you could join us this evening. Thanks for stopping by.</em></td>
</tr>
<tr>
<td>Not everyone may be familiar with ZOOM (or the platform you are</td>
<td></td>
</tr>
<tr>
<td>using)</td>
<td></td>
</tr>
<tr>
<td>I encourage everyone to use the Chat function.</td>
<td></td>
</tr>
<tr>
<td>I see that our technical guru for this evening, (name), just</td>
<td></td>
</tr>
<tr>
<td>sent us all a chat.</td>
<td></td>
</tr>
<tr>
<td>To see the chat room, just click on the “chat” function in the</td>
<td></td>
</tr>
<tr>
<td>command bar and it should pop open.</td>
<td></td>
</tr>
<tr>
<td><strong>If Private Chat is Enabled</strong></td>
<td></td>
</tr>
<tr>
<td>We’ve enabled the “private chat” this evening. If you want to</td>
<td></td>
</tr>
<tr>
<td>send someone a private message, select their name from the dropdown</td>
<td></td>
</tr>
<tr>
<td>and send a message.</td>
<td></td>
</tr>
<tr>
<td>Remember, Chat Responsibly.</td>
<td></td>
</tr>
<tr>
<td><strong>Mute/Unmute</strong></td>
<td></td>
</tr>
<tr>
<td>Microphone Icon is the key with this one</td>
<td></td>
</tr>
</tbody>
</table>
## Stop/Start Video/Virtual Background
The Camera Icon starts and stops your webcam. And if you’ve not tried it, use the “CARROT” beside the camera icon and test a virtual background.

## Non-Verbal Comments
We know not everyone can speak at the same time this evening, so we encourage you to use the “reactions” icons throughout the event.

## Let’s get this Social Started
Well, we’re definitely living in interesting times. Most of us are working remotely, observing social distancing, trying to keep our sanity.

So, how’s everyone doing?

You should see one of our polls just pop up.

What’s everyone drinking this evening?
[Depending on the culture of your Society, if you’ve prepared something like a Quarantini Mixology, share it with the group.]

One of my family members commented the other night, that this has made them appreciate “the simple things” in life. Would you agree with that?

What are you thankful for?

How are you staying connected to your friends and family?

What was the one item you wished you had stockpiled before “stay at home” went into place?

Do the Amazon and FedEx delivery drivers know you by first name?

What’s your favorite “no-contact” delivery or take-out food? Remember, you can use the Chat feature to share your favorites with everyone.
[Use polling results to spark conversation.]
From talking to my friends, colleagues, and clients, many of us are working from home. I see from our polling results that a lot of folks have converted the dining room into the new home office. How has this changed your schedule? Has it opened up? What are you doing with your free time? Do you think you are more productive or less productive? How important is developing a daily routine? Who has a good resource for.....

[Use polling results to spark conversation.]

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<table>
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<th>Game Night</th>
</tr>
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<tbody>
<tr>
<td>We’re here to reconnect and have some fun. We have something to drink. Oh, who brought appetizers?</td>
</tr>
</tbody>
</table>
| [Play along or be “game show host”. Make comments about the questions. Be encouraging.]

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<tr>
<td>Out next virtual event is on [date] from [time to time]. [Describe event and how to register]</td>
</tr>
<tr>
<td>Thanks for stopping by this evening. Until we can be together again, stay healthy, stay safe, stay connected.</td>
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| Staying Connected |
| Virtual Society Social/|
| Happy Hour |

Don’t forget to check the waiting room
[Launch appropriate engagement activity]

When working from home, which room to you tend to work in most?

- Your home office
- Your kitchen table
- Your back yard
- Your bed
- Your garage
- Every room in my house

Show Results

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<table>
<thead>
<tr>
<th>Game Night Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch Game Night Activity</td>
</tr>
<tr>
<td>Launch Quiz</td>
</tr>
<tr>
<td>Show results</td>
</tr>
</tbody>
</table>

Time is always a factor. Suggestion: Have several game rounds ready to go. Maybe each round consists of 3 questions, with results being shared after each round. Because of time, you may need one, two, or three rounds.

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Send prepared chat to everyone:

*Hope everyone had a good time this event. Thanks for stopping by.*

*Remember to register for our next virtual event featuring [name/topic] on [date] at [time].*

*Register by visiting [website]. Until we can be together again, stay healthy, stay safe, stay connected.*
Test Drive

Now that you’ve mapped the event, have a test run, invite associates to participate. Develop confidence in your ability to keep people engaged in this virtual setting.

Kick the tires and light the fires

You’ve done all the planning, did a test run, now enjoy your Virtual Society Social.

Resources for Quizzes and Games – something to get you started

- Encyclopedia Britannica Quizzes
  [https://www.britannica.com/quiz/browse](https://www.britannica.com/quiz/browse)

- Icebreaker Questions
  [https://museumhack.com/list-icebreakers-questions/](https://museumhack.com/list-icebreakers-questions/)

- Virtual Bingo
  [https://myfreebingocards.com/virtual-bingo](https://myfreebingocards.com/virtual-bingo)