

# TOP TIPS FOR FACILITATING DIGITAL EDUCATIONAL EVENTS

*How to va va voom on zoom...*

## SET UP



### Know your tech.

Familiarise yourself with the format you're using  
Ensure you are aware of all the features available

Zoom has created many YouTube videos which might help

[https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM\\_I11Id3N\\_Xl77fKdzS\\_Xe](https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I11Id3N_Xl77fKdzS_Xe)

Remember your background  
Try to ensure that it's not too busy  
Avoid wearing horizontal stripes and too much red as these can wiggle on the screen

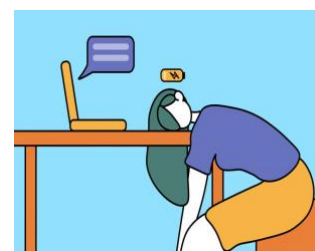


### Positives of video conferencing- what's to like??

It's easy, quick and you're at home with no commute

Video platforms enable you to have a brief window into your audiences' lives- kids, environment.

Functions include chat, sharing screen and white board to increase inclusivity of



### Negatives -things to watch and be mindful of;

There is limited interaction and usual visual cues from audience; this makes it hard to judge/pitch delivery and timings as well as difficult to gauge attention/interest, its therefore very easy to lose structure and focus.

Normal ways of indicating (with body language) who's turn it is to speak are lost- talking over each other very easy

Blank screens are off putting if you're used to live audiences- are they asleep?? Its intense and exhausting- everyone has to work harder as loss of body language means interpretation is more challenging

Impromptu jokes/quips/light relief don't really seem to work very well due to stunted interaction and time delay

When screen sharing -unable to see chat and can only see 4/5 trainees meaning talking into a vacuum.

Poor connection occasionally means you miss gems

Hard to encourage input from trainees who are hesitant to contribute

Challenging concepts lose a bit of power and individual stories are less impactful due to 'screen-effect' (it's like it's on tv; less body language to emphasize

## ***Thoughts to help***

### **PREPARATION**

Send out emails with details of teaching- this lessens the amount of information sharing over zoom and enables thoughtful discussion and debate;

- 1- overview
- 2 Zoom meeting details
- 3 Thought pieces

These are provocative things to stimulate ideas- eg a poem  
Why not send out your presentation with thought provoking questions? this content is information sharing and sending it out earlier means more time to focus on the ideas and issues

### **FACILITATION**

2 people enables much better facilitation on work properly on zoom- one speaking and the other monitoring chat/collecting ideas for white board

When wanting participation from group -give audience a moment to write ideas and thoughts down to questions, then go around group and ask them to share-this is a good way of encouraging input from all

White board works well for capturing lots ideas

Chat is helpful -encourage audience to write thoughts here and share these thoughts regularly via the second facilitator (note- discussions can be broken up/threads fractured as in texts or WhatsApp on phone so second facilitator has to manage this)

Going around and including everyone in discussion- 'Do you have anything to add x...'

Build in lots of breaks- breaking up of learning- breaking into individual work and back to group might work well as a format

Small groups in breakout rooms - these are good, suggest that a 6-7 max in each zoom-room is ideal  
(due to speaking over each other issue and sharing screen issue.)

Showing videos work really well here too - a perfect format- keep things alive- could add some much-needed fun/lightness  
Images would be powerful so photos and graphs and infographics and art would be excellent vehicles to emphasize learning

Quizzes work well/online games/polls

In Summary;

we have vision and sound and video games; we could video consultations and share...

*But the usual human interaction we would have f2f is missing*