**Tips for Hosting a Virtual Info Session**

Hosting your info session virtually can be a great option. This gives attendees more flexibility for attending from wherever they are and may be easier to fit into schedules! However, there are some considerations to keep in mind as you plan a virtual event. Check out a few tips below to make sure you’re making the most of your event.

**Planning and Hosting a Virtual Event**

* Leverage a webcam with your speakers whenever possible to create a more engaging experience.
* Monitor attendee chat to include participants in the delivery (i.e. I see Amy is typing, lets hear her thoughts…)
* Record your info session and archive after hosting so prospects who cannot attend live can still benefit from your information.
* Don’t over complicate the delivery. It may not be perfect, and that is okay, it is also expected.
* If possible, leverage technology breakout chat rooms to allow for networking, or smaller Q&A sessions.

**Oh No! You Have a Technology Issue, What Now?**

When transmitting information – be aware of and plan for issues, .i.e., slides may freeze in the display (not advancing):

* Prevent or Mitigate Technical Issues
  + Shut down any applications you are using outside of tool (i.e. Zoom, WebEx, etc.)
  + Close all tabs
  + Reboot the system before you begin
* Minimize group disruption on audio:
  + Mute all attendee lines
  + If experiencing echoing or reverberation, mute phone and/or computer