

Contributed by:



# Virtual conference

Number of participants: **min 50 - max 100**  
Length of the format: **one to several days**  
Characteristics of participants: **Anybody interested**

- Learn
- Act
- Connect

## Goal

Fostering collaborative action from anywhere in the world; Connecting people and ideas while avoiding CO2 emissions.

## Description

Conferences can also be hosted online. This format is accessible to anybody with an internet connection. Plan your event meticulously and connect people through Zoom.

## Brief Agenda

No.	Start	End	Dur.	Content
1	10:00	10:05	5	Welcome and get cozy
2	10:05	10:13	8	Framing
	10:13	10:15	2	Check-in
3	10:15	10:21	6	Networking: Meet Fellow Participant
4	10:21	10:51	30	Keynotes in Breakouts
	10:51	10:51	0	Intro Keynotes 3-mins
4.1	10:51	10:51	0	Ensuring the future of Female Entrepreneurs
4.2	10:51	10:51	0	Diversity to empower women
4.3	10:51	10:51	0	The rise of next generation female entrepreneurs
	10:51	10:53	2	Share Back
5	10:53	10:53	0	Panel
5.1	10:53	11:23	30	Local products for local and global markets
6	11:23	11:48	25	Personal and System Barriers for female Entrepreneurs
7	11:48	11:53	5	Break + Energizer
8	11:53	12:18	25	Opportunities in the region
9	12:18	12:28	10	Input
10	12:28	12:48	20	Vision Session
11	12:48	12:53	5	Networking
12	12:53	12:58	5	Voting + top 3 key takeaways
13	12:58	13:03	5	Closing



## Measuring results

- Registering the amount of participants;
- asking for feedback afterwards
- creating a report with action steps and following up on that report in due time to see whether concrete steps have been taken.

## Advice you would give others when running this format:

- There is less of a sense of commitment online, so no-show rates can be high. Make sure communication & promotion efforts are intense to enhance the amount of people exposed to the event.
- Hosting physical events as well as a virtual event allows for networking of speakers and participants.
- Appoint one main person as: a contact point for speakers, a moderator, a technology person, a social media person.
- Make sure participants are up to speed with the technology before the event starts
- Think of a strategy to go beyond just inspiration and great conversations. How can participants take action? Concrete next steps could for example be captured by means of virtual graphic harvesting.
- Ensure the registration process runs smoothly.
- Less is more: in keeping content sessions short, you enable participants to use time for conversations and interaction
- Do not underestimate the preparation time of a virtual conference.

[Example: virtual conference for Central and Eastern Europe, November 2018](#)

