

# **TEMPLATE FOR VIRTUAL SESSIONS**

## **Name of the call**

### **Session number and sequence title if part of a series of calls**

Short description that can be shared with the participants.  
Max 2-3 sentences about the content and purpose of the call

#### **Goals**

1. ...
2. ...
3. ...
4. ...

#### **Learning Objectives**

Participants should leave the session with:

- ...
- ...

#### **Structure**

Start to plan the main content elements before you begin a detailed overview of the agenda with minutes.

- a) Content and Speakers (x mins)
- b) Interactive Element (x-mins)
- c) Check-in & Check-out (x-mins)

**Preparation for participants** (reads, videos, etc.)

**Follow-up** (activities, e-mail, next call, etc.)

