

Virtual Annual Conference 2020

Stronger Foundations: Reflect. Recover. Renew.

Digital formats guide

Our Virtual Annual Conference 2020 is taking place on 25 and 26 November. Over the course of two days we will be running a number of live, member-led interactive sessions. This guide provides an overview of the two main formats these sessions will take. Please review the following information before submitting your proposal [here](#).

Our live conference sessions will be hosted via Zoom Webinar or Zoom Meeting. Zoom allows for high levels of flexibility and audience interaction through a variety of functions. This guide covers the functions that are available in each format, as well as the support that ACF will provide. We highly recommend considering these functions in the design of your session and reflecting on how best to make your online session interactive and engaging.

Member webinars

- Great for engaging with a wide audience and sharing multiple points of view on one topic.

Member webinar sessions will be broadcast live with a presenter/panellist(s) delivering content via presentations to an audience. Audience interactivity is achievable through the Q&A function, but don't let this limit your imagination! Please feel free to submit new and innovative ideas which you think will work within the format. Delegates will by default be on mute and will not have the opportunity to turn their video on.

Roles: Technical Host, Session Chair, Presenter/Panellist(s)

ACF provides:

- ACF Technical Host – will sit behind the scenes, has access to each of the different functions, as well as being able to view who is attending as a delegate. You will not see the Technical Host on video.

Member provides:

- Session Chair – will introduce presenter/panellist(s), provide house-keeping information, and work with the ACF Technical Host.
- Presenter/Panellist(s) – may give a talk and/or sit on a virtual panel during a Q&A facilitated by the Session Chair. They will be able to switch their videos and microphones on and off during the webinar.

Functions: Q&A, Chat, Polls, Raise Hand

- Q&A – delegates will be able to submit questions through the Q&A box; they will not be able to see other questions that delegates have asked. Where appropriate, the Technical Host will unmute

participants to raise their question live. Presenter/panellist(s) will be able to see questions and will be supported in selecting appropriate questions to pose to fellow presenter/panellist(s).

- Chat – this tool will be used by the ACF Technical Host to manage any technical questions from delegates. Any misplaced questions will be re-directed to the Session Chair.
- Polls – polls can be posed to delegates throughout a session, with results shared live. Polls are a great way to gain audience insights and to gauge the understanding of the presentation topic throughout the session.
- Raise Hand – the raise hand function can be used by delegates to indicate that they would like to make a live point. The Session Chair and Technical Host can respond and choose to unmute the participant to raise their question live.

We will work with you to get the most out of the functions available for your session.

Member workshops

- Great for having a deeper content dive with a smaller group of delegates eliciting their inputs.

Member workshops will be broadcast live with a presenter/panellist(s) delivering content via presentations. They will be followed by a break-out room discussion and an opportunity to feedback to or question the presenter/panellist(s). Delegates have the option to have their videos on, and the ability to mute/unmute themselves.

Roles: Technical Host, Presenter/Panellist(s), Break-Out Room Moderators

ACF provides:

- ACF Technical Host – sits behind the scenes, and has access to each of the different functions, as well as being able to view who is attending as a delegate. You will not see the Technical Host on video.

Member provides:

- Session Chair – will introduce presenter/panellist(s), provide house-keeping information, and work with the ACF Technical Host.
- Presenter/Panellist(s) – may give a talk or sit on a virtual panel during a Q&A facilitated by the Session Chair. They will be able to switch their videos and microphones on and off during the workshop.
- Break-out Room Moderators – this role facilitates discussion during the use of break-out rooms. They may also be a presenter/panellist, or separate stand-alone individual. They will be able to switch their videos and microphones on and off. They may be required to share their screen whilst in the break-out room.

Functions: Chat, Polls, Raise Hand

As above, the workshop format will have access to the chat, polling and raise-hand function as well as the breakout-out room function:

- Chat – this tool will be used to manage any technical questions from delegates by the ACF Technical Host. Any misplaced questions will be re-directed to the Session Chair.

- Break-out rooms – this function allows the workshop to be split into smaller groups for a more intimate discussion. Each break-out room will require a moderator, who may need to share their screen.

Pre-recorded sessions

We would like to be able to offer every submission an opportunity to host a live session, however we are limited by time and capacity. The selection process is governed in part by seeking a balance of different topics and formats that will appeal to the broad range of our membership. If we receive several proposals on a similar theme, we may seek to amalgamate them into a single session. Alternatively, we may come back and suggest a pre-recorded content option. We will work with you to decide the best format for this.

Collaborative proposals

We want to ensure that sessions are diverse, inclusive and represent a range of views. If you feel that providing a number of people to support the running of your session is prohibitive to your involvement, please do consider submitting a collaborative proposal.

If you have any further questions on format or roles, please get in touch with us at acf@acf.org.uk