

DEMYSTIFYING DEATH WEEK



HOSTING AN ONLINE EVENT HINTS AND TIPS

WELCOME

This booklet brings together some ideas, tips and techniques that might be of use if you're thinking of hosting a Demystifying Death Week event online.

FURTHER RESOURCES

Check out our [website](https://www.goodlifedeathgrief.org.uk/content/ddweekevent/) for further informative guides including:

- Designing your event
- Event Ideas: templates and activities
- Facilitation skills

The website also includes a range of free resources including: information leaflets, films and activities.

<https://www.goodlifedeathgrief.org.uk/content/ddweekevent/>

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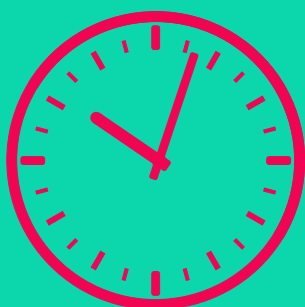


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HOW LONG SHOULD YOUR EVENT BE?



This will depend on the type of event you're planning. Online events tend to be shorter than face-to-face events, and most people find 50-90 minutes a good length of time for an online meetup. People seem to find video-conferencing more tiring than meeting in person, and attention spans are generally shorter.

If you have a lot of material to get through, rather than organising one long event, you could break your event up into a series of shorter events.

Many people find that addressing a large group over Zoom is uncomfortable, and that conversation in large groups can be stilted, or dominated by one or two individuals.

You may therefore wish to plan in time for smaller group discussions, using breakout rooms of 4 or 5 people. This can help facilitate a more natural and relaxed discussion.

USING BREAKOUT ROOMS



AVOIDING TECHNICAL HITCHES

Most people worry about there being technical hitches during their online event.

It can help to have at least two people involved in the meeting – one person to welcome people and do the talking, and another person to deal with technical matters.

You may also want to have someone whose job it is to keep an eye on any comments raised in the chat.

Prior to your event, you may wish to practice:

- Sharing your screen
- Sharing video (you need to make sure you have the settings right, or people won't be able to hear the video sound)
- Administering breakout rooms.
- Using the chat function for private and group messages.



READING BODY LANGUAGE



During group discussions via Zoom, it will be important to keep an eye on participants' body language and expressions.

On a screen, it becomes obvious when someone is looking at something else, like a phone or a different window on their screen; this may be because they're feeling upset and need a distraction, or they are bored.

You can check in with them at an appropriate point, or you can send a private message through the chat.

USING ZOOM TO HOST A DIGITAL EVENT

WHAT IS ZOOM?

Zoom is an online audio and web-conferencing platform.

You can access Zoom using a PC, mac or smart phone that is connected to the internet.



USING ZOOM-PRO

Good Life, Good Death, Good Grief can provide you with free use of a Zoom Pro account so you can hold an event during Demystifying Death Week.

Zoom-pro includes features that you can't access through a free zoom account, including:

- No time limit to your meeting.
- Password protected entry.
- Breakout rooms - so you can split your event into smaller discussion groups.



USING ZOOM TO HOST A DIGITAL EVENT

ZOOM PROBLEMS



Some issues may arise that are specific to online meetings:

- You don't have the same eye contact as you would in person.
- There is often a time lag, which can lead to interruptions or awkward silences.
- Not knowing who's going to speak first.

It is a good idea to acknowledge this at the start, so everyone knows that these are issues and it's not just them - and you could see if the group has ideas as to how to deal with these types of issues too. What would help them feel more comfortable?

To avoid interruptions and long waits you could come up with a method for people showing they'd like to contribute, for example raising their hand.

It's never going to be perfect but being open about it and introducing a bit of humour and creativity will help.

USING ZOOM TO HOST A DIGITAL EVENT

GET IN TOUCH

1. If you would like to use the GLGDGG Zoom-pro account for your DD Week event please email pauline@palliativecarescotland.org.uk with:

- your name, organisation and information about the event you'd like to put on.
- the time and date you'd like to hold your event.

2. We'll email you back to confirm whether we're able to support your event through free use of the Zoom account.

3. We'll schedule the Zoom meeting for the time and date you choose and email you a zoom invitation link that you can share with potential participants.

4. On the day of your event, we will open up the event for you, and make you host of the meeting. This means that you will be in full control of the meeting, including allocating breakout rooms, screen sharing etc.

**1
EMAIL US THE
DETAILS**

**2
WE'LL EMAIL
BACK**

**3
WE'LL
SCHEDULE
YOUR MEETING**

**4
YOU HOST THE
MEETING**

We cannot provide technical support during the meeting, but if you wish, we can arrange a time where you can practice using the account.

USEFUL LINKS



GENERAL INFORMATION

Information about how to use the various features of Zoom is available at online on the Zoom Help Center:

website: <https://support.zoom.us/hc/en-us>

USING BREAKOUT ROOMS

This film gives a good explanation of how to set up breakout rooms on zoom (watch from 2 minutes in): <https://youtu.be/VkK5WEf6xgk>

INSTRUCTIONS FOR PARTICIPANTS

We have prepared a short introduction to zoom that you might find useful for sharing with participants in your event. This is available here: [Introduction to Zoom](#).

FURTHER RESOURCES

Check out our [website](https://www.goodlifedeathgrief.org.uk/members-dmd/) for the full range of Demystifying Death Week Event Guides:

- Designing your event
- Event Ideas: templates and activities
- Facilitation skills
- Tips for hosting a digital event

We also offer a range of free resources to support your event including information leaflets, films and activities.

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Email: info@goodlifedeathgrief.org.uk