Essential Online Event

SessionLab

Online events allow us to learn and meet from wherever we are.
Quickly put together an agenda for your next virtual event based on these essential building blocks.

Use breakout rooms and interactions in the chat and with polls to make presentations and lessons instantly more participatory and engaging for your attendees.

Simply click on Export, then Duplicate this model to tailor it to your needs and create the ideal session for your online event. For longer events, with multiple speakers, all you need to do is add a break and copy-paste the relevant parts of the structure.

■ check-in / check-out ■ breakout rooms ■ presentation ■ plenary

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
09:00 0	**Before the session**	• Inform participants aforehand of what software tools you will be using, and what will be expected of them (e.g. whether there will be opportunities to participate in activities, including in breakout rooms, or whether it is a more "webinar" style event). • Brief speakers and schedule a test run with them.	
09:00 10m	**Welcome & check-in**	Welcome participants as they join the call; Invite people to check in with a question in the chat (or in a round if it's a small group).	
09:10 10m	**Networking**	Start conversations going in small groups, with a prompt related to the day's topic.	
09:20 30m	**Presentation**	Time for your speaker(s) to share their views.	
09:50 15m	**Debrief in Breakout Rooms**	Create small groups and invite participants to share their impressions of the content presented, and to return to the main room with any reflections or questions they would like to share.	
10:05 15m	**Q&A**	State clearly if you'd like people to raise their hands, write in the chat, or just jump in with their questions.	
10:20 10m	**Closing & checkout**	Thank attendees and speaker(s), remind of any further meetings or coming events, inform people of how they can stay in touch. Ask for a checkout with final thoughts and comments in the chat.	
10:30 0	**After the session**	• Use a poll or a follow up email to gather feedback on the event. • Send attendees any materials or recordings. • Invite attendees to your next event!	

10:30

TOTAL LENGTH: **1h 30m**

Essential Online Event - block details

09:00
0

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- Send attendees any materials or recordings.
- Invite attendees to your next event!