



DIGITAL MEETINGS & EVENTS



STUDENT
COUNCIL

**CIO CONSULTANTS
COMMITTEE**



ATTENDANCE & RETENTION

Give members multiple ways to get involved

1. FLEXIBLE MEETING TIMES

People have busy schedules

2. MEET IN SMALL GROUPS

Online or in-person meeting in accordance with UVA regulations

3. CREATE ONLINE FORUMS

Zoom, Discord, Slack, Microsoft Teams, or GroupMe are all great platforms

4. MIX WITH OTHER CLUBS

Work with CIOs who have similar goals

5. ADVERTISE EARLY

Give people a week in advance and send reminders

6. UTILIZE GOOGLE DRIVE

Provide members with meeting recordings in case they have time conflicts

COMMON DIFFICULTIES

The most common issues amongst UVA CIOs with digital meetings and events have been poor attendance and retention, inability to accomplish goals due to University restrictions, lack of personal connections, and technical difficulties.



CONNECTING VIRTUALLY

ZOOM

Online meeting platform with various functions including polling and breakout groups.

MICROSOFT TEAMS

Online meeting platform with chat features to communicate with teams and foster collaboration

SLACK

Group and direct messaging platform used primarily by organizations.

DISCORD

Instant messaging and digital distribution platform including features like video calls, voice calls, and text messaging.

GROUPME

Group and direct messaging platform used primarily on phones as an alternative to texting; ideal for both smaller and larger groups.



INABILITY TO ACCOMPLISH GOALS

CREATE
DEADLINES

MAKE MEETINGS
INTERACTIVE

SIMPLIFY GOALS

Try to reframe goals and plan for the future when restrictions are loosened.

Create deadlines for meeting assignments to stay organized and on track.

Make meetings more interactive by utilizing Zoom features including polling and presentations

Simplify goals for the semester.

For these recommendations, remember to customize them to your CIO. Evaluate your CIO's individual problems and try to come up with a personalized plan that works best for your organization.

**LACKING
PERSONAL
CONNECTIONS**

NETFLIX PARTY

**GAME
NIGHTS**

**MENTORSHIP
PROGRAM**

SPEED DATING

**PROVIDE MEMBERS
OPPORTUNITIES TO GET TO
KNOW ONE ANOTHER IN A MORE
INFORMAL SETTING. THIS CAN
BE DONE ONLINE OR IN-PERSON
IF ABIDING BY UNIVERSITY
GUIDELINES.**

**LET MEMBERS GET TO
KNOW EACH OTHER**

**POWERPOINT
NIGHT**

CAMERAS ON

REACH OUT PERSONALLY

TECHNICAL DIFFICULTIES

- Have someone not presenting in charge of handling technical difficulties
- Meet in small groups in-person
- Learn Zoom tips and tricks

BE FLEXIBLE IN CASE DIFFICULTIES ARISE

- Provide lots of opportunities for members to get involved
- Have a chat moderator
- Set aside time to check the audio, video, etc. before the event begins





**THANK
YOU!**

ANY QUESTIONS?



STUDCO-CIOCONSULTANTS@VIRGINIA.EDU