



INSTITUTE

Welcome



# GOING VIRTUAL: Moving Your Programming Online

- Session Overview
- Making space for reflection
- Tips for designing & planning
- Tips for delivering
- Best practice examples
- Q & A

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Grace & Empathy



Use Design Thinking Principles:  
Start with Audience Empathy.

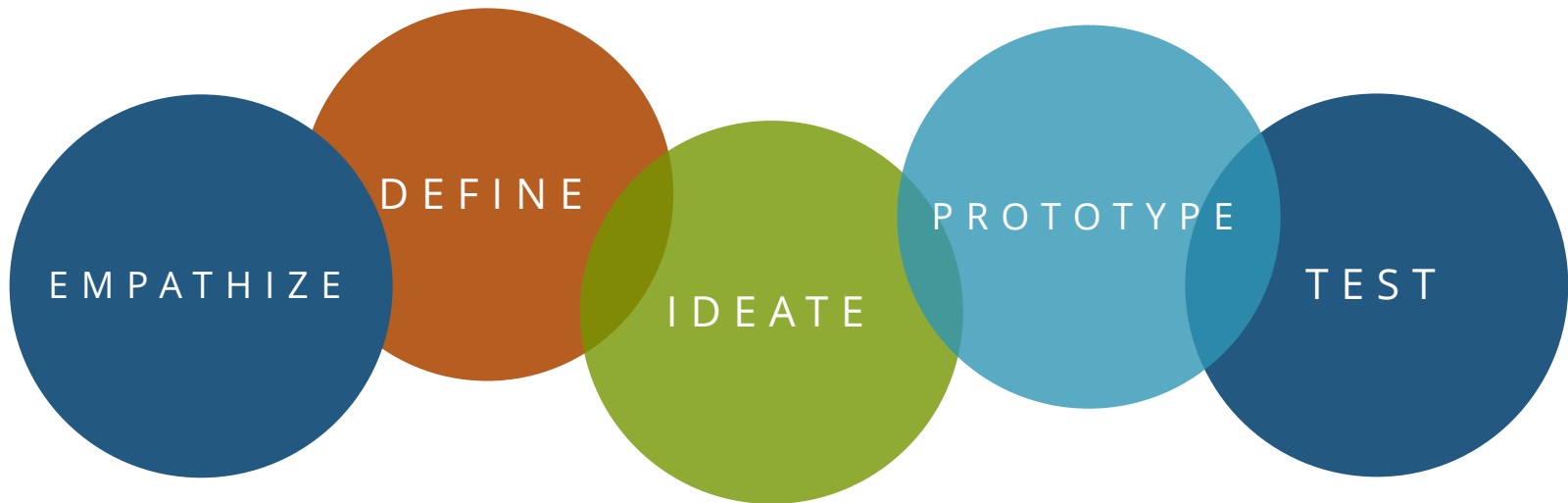
Is this program necessary and/or needed?

Do you really know what your audience  
wants?

# Design Thinking



Repeat. Repeat. Repeat.



# Do Deep Research

- Start with artists & organizations
- Ask your network!
- Videogames!



What does success  
look like?



# Project Canvas



## Community Collaboration Project Canvas

Goals:

Project Description:

Success Looks Like:

Audience:

Partners:

Shift Workshop Participant Guide

Marketing Goal:

Marketing Strategy:

Staffing Plan:

Budget Narrative:

Timeline:

A horizontal timeline diagram with a solid black line. There are five vertical tick marks pointing upwards from the line, and five vertical tick marks pointing downwards from the line. Each tick mark has a small black dot at its end. The dots are positioned at regular intervals along the line.

Shift Workshop Participant Guide



Don't be a  
Perfectionist!

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Be Prepared to  
Cancel or Change

# Delivery Tips



- Everything takes twice as long
- Attention Spans are shorter
- Emotional Intelligence is harder
- Change plans with current events
- Provide tech training at beginning
- Have co-host help with tech/admin
- Be prepared for internet glitches
- Survey and make changes constantly
- PRACTICE, PRACTICE, PRACTICE

# Zoom Tips



## Find Zoom Controls

- Mute
- Video
- Chat
- Participants
- Reactions
- View
- Spotlight & Pin
- Share/Screen  
– Whiteboard,  
Advanced
- Settings
- Breakout  
Rooms

Phones: safe driving mode

\*6 mute/unmute

\*9 raise hand

Rename yourself include state or affiliations

Try a chat to everyone or one person

# Best Practices

- Workshop
- Gallery Opening
- Music Festival