



VOLUNTEER MANAGEMENT HYBRID CONFERENCE
DIVERSITY, EQUITY, AND INCLUSION:
REAL IMPACT FOR THE REAL WORLD

Hybrid Conference Host Location Requirements

Important Pandemic Note

Given the uncertainty created by the current pandemic, we are already making backup plans. Obviously we are hopeful that this won't be necessary in late October but we want you to know we will be prepared either way. Your first option if the avoidance of group gatherings is still being recommended will be for a full refund. Your second option will be to participate in a version of this conference without the need to gather in a room together. You would however, get your own local virtual room where your booked attendees can gather together for group discussions across the whole room or individual "tables". Although the cost to us will be substantially higher to run it this way, your fee to ALIVE or VMPC will remain the same.

Thank you for your interest in hosting a remote session of the conference. Below is a list of things you will need to be able to provide.

Running the Conference with In-Person Attendees Only

1. A room big enough to hold the attendees, preferably cabaret style
2. Event promotion (just like you would for any event but we'll help by providing some collateral material and promoting it through out channels)
3. Provision for lunch as you would with any other event (catered, box lunches, BYO... It does not matter to us.)
4. Morning and afternoon break refreshments, as you would for any event
5. Registration administration (you determine what you want to charge attendees for the event)
6. A projection screen big enough to be seen well by all attendees.

7. An amplifier and speakers that are big enough for the room and that can be plugged into the computer used to project the video.

Computer speakers should not be used no matter how small the room.

8. A steady and minimum download speed of 3 Mbit over a wired connection. You can determine the download speed by following the instructions on the last page.

WIFI cannot be substituted for a wired connection to the internet.

9. Someone to act as a presenter's aid, helping guide the experience locally.

Anyone who has had success in running a workshop in the past can handle this.

We will provide some brief material to help this person be prepared.

10. A second computer for back-channel chats with the production team.

Running the Conference with Remote Attendees Only

1. A Zoom account (Basic Pro Licence)

2. Event promotion (just like you would for any event but we'll help by providing some collateral material and promoting it through out channels)

3. Registration administration (you determine what you want to charge attendees for the event)

4. A steady and minimum download speed of 3 Mbit over a wired connection. You can determine the download speed by following the instructions on the last page.

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5. Someone to act as a presenter's aid, helping guide the experience locally.

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Running the Conference with In-Person and Remote Attendees

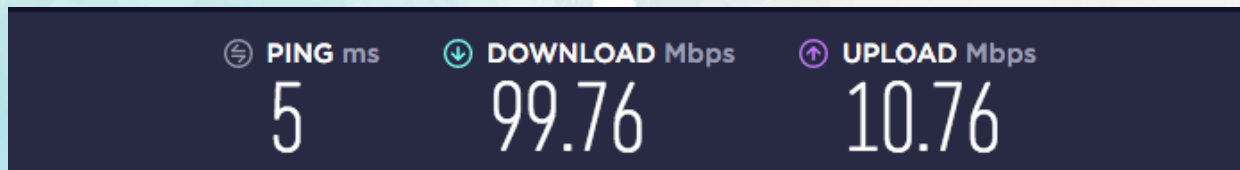
1. Everything listed above!

Measuring Internet Download Speed

Go to www.speedtest.net and click the big “GO” button.



Wait until the test is completed and then take note of the download speed and the upload speed. Look for the image below around the middle of your screen.



Send the following to tony@BetterImpact.com

- Upload and download speed
- Name, email and phone number of a contact person we can reach out to if needed.
- Was this done with a computer connected with a network cable or connected wirelessly?

Questions?

Contact Tony at 1-800-844-1545 x120 or by email at tony@BetterImpact.com