



Watch Party Hosting Kit

We have the content... you have the friends and colleagues.

Watch parties are virtual or face-to-face gatherings of registered conference participants to watch and discuss the content of the SENIA presentations. If you're considering hosting one, check out the steps, considerations, and resources below!

Step	Task	Additional Resources
1	Gather a Planning Team <i>A planning team will need to determine, arrange, and advertise the details of the watch party. You may want to consider:</i> • When will the watch party take place? Keep in mind that the content is available for 6 months after the event! • Will it be a one day or multiple day event? • Where will the watch party be hosted? Will it be in-person or virtual? • Will you use the SENIA content solely, or will you supplement with additional speakers/engagements? • Will food and/or refreshments be provided during the event? If so, will they be donated or does your school/local chapter have the funds to provide these? • Will you offer a post-conference social gathering? • How will you advertise the watch party? • How will you ensure the watch party is an accessible event? • Determine the number of attendees your party	<i>*Please contact Conference@seniainternational.org for inquiries or help with registration</i> Suggested Inclusive Event Guidelines.docx (seniainternational.org) Please consider donating to our scholarships, either at registration or by taking up a collection during the watch party. You can email sponsorship@seniainternational.org if you are interested.

	can have, and don't forget to register!	
2	Confirm & Advertise <i>Find attendees for the party through advertisements and invitations. Try to:</i> • Confirm the location, day(s), number of attendees, and any other details for your watch party so you can start advertising • Start spreading the word in your communities - share with your school, the members of your local SENIA chapter, outside colleagues, and friends • Advertise the watch party with the event details, how to sign up, and the SENIA virtual conference homepage for more information	Here are some templates you can edit and use to advertise the watch party Build excitement and interest by sharing other information such as the SENIA Podcasts and the SENIA newsletter signup
3	Consider Some Logistics <i>Lots of logistics go into planning a successful event. Think about:</i> • What content will be the most relevant to your group? • Will you watch some content altogether, like the keynote(s), and some content in small groups? Or will you watch the videos separately and then meet to discuss? • You may want to consider creating a survey to determine your participants' preferences regarding content and discussion format. • Think about the configuration of your venue. Will you need break-out rooms, or just one common area? What furniture will be needed? If you are holding a virtual event, what platform will you use? • What will be provided to participants? Will you create or provide name tags/lanyards, folders/notebooks, paper and stationery, etc? • Consider supporting local businesses for your materials - banners, door prizes, etc. • Will you be securing sponsors to offset any financial costs? • Will you be supplying food and/or refreshments? Consider supporting organizations that employ adults with special needs in the community (mobile juice bar, bakery, etc).	Here are some attendee name tag templates you can edit and/or print blank to provide for participants For a virtual Watch Party, consider your platform - GoogleMeet, Zoom, Skype, Kumospace, Gather Town
4	Plan your Watch Party Agenda/Schedule <i>The heart of a watch party is active engagement with the content and among the participants. Some steps you might take are:</i>	You can create a watch party schedule with this template, or create your own (view samples here from the 2020 conference)

	● Create the agenda/schedule for your watch party event, taking into account the different strands and/or other focus areas for your group ● Plan to welcome the attendees: Who will address the group? ● What will your icebreaker be? ● How will you structure your conversations? Choose a protocol and conversation engagement from your schools/organizations, or try a new one. ● Will you be having more content than what SENIA is providing? Ideas: local expert panel discussions, job-alikes, group discussion by conference strands, etc. ● Build in energizers/brain breaks - do you participants have ideas, or will they be guided? ● Schedule time to watch the live keynote and invited speaker conversations if your watch party aligns with the original schedule (make sure to check your time zones). ● Plan how you will interact with other participants/groups worldwide through Whova. Build connectivity via social media posts (use the hashtag #SENIAUnplugged) and on Whova. ● How will your watch party conclude? Consider bringing the group together to summarize their thinking. Use Elevator Pitch Protocol, Job Alikes, or Networking circles to share their takeaways. ● Will there be a post-conference networking event or social gathering? If so, will it be at the same venue or will you move to another location?	Check out ideas for icebreakers, discussion protocols, contests, and brain breaks Social media conference selfies: Groups can upload photos to Facebook at the start of the event  Official Hashtag: #SENIAUnplugged
5	Finalize your Watch Party Agenda/Schedule & Logistics <i>Confirmation and finishing touches are important! Make sure you have covered:</i> ● Create your final schedule/agenda: How will you share this information with participants? Slideshow? ● Technology: Ensure all participants have access to wifi, and that you will have technology support onsite ● Location and navigation: Prepare signage to and within your venue if needed ● Welcome and sign-ins: Will you have a table and people assigned to welcome attendees and sign them in? ● If you have vendors/exhibitors: When will you have them arrive, and how will you ensure	Tips from previous watch parties: - Post signs with wifi information for easy access - Have a mix of structured and unstructured time: build in breaks, time to debrief on the content, and time for people to see any vendors/exhibitors you may have - Provide choices for how attendees can participate, so that everyone gets the most out of the conference in

	attendees know about them? Will they have a point person if they need any assistance? • Food and/or drinks: Do you have all of the items such as cups, plates, and cutlery, that you need? Who will manage the clean-up after the event?	a way that works for them
6	Post Conference <i>Reflect on your event and all the learning you did together. Take some time to:</i> • Make sure to thank your attendees, and provide an opportunity for them to provide feedback with the planning team • Continue the important conversations about the conference content outside of your watch party group! • Keep an eye out for the post-conference survey and certificates of attendance, which will be issued by SENIA to all participants at the end of the conference weekend	Want to provide further watch party feedback or tips for the future? Email us at Conference@seniainternational.org with any reflections or ideas!

THANK YOU

for hosting a

SENIA Watch Party!

We appreciate your commitment to inclusion and community!