



WLA 2020 Virtual Conference

Group Viewing Guide

Please join the Washington Library Association for the first ever WLA Virtual Conference on Tuesday, January 14, 2020! By holding this conference online, we're able to lower the barriers of attending and presenting that many face due to limited staffing, funding, or location.

Group viewings are one great way to engage your staff, generate a discussion, and make the conference locally relevant. Groups can be as small as two to be effective! For group pricing options, contact info@wla.org.

Before the Conference

- ❑ Target staff that would be unlikely to be able to attend an in-person conference. Account for desk schedules, lunches, etc.
- ❑ Invite your library board, friends of the library or other volunteers to join.
- ❑ In addition to any question guide provided by presenters, develop discussion questions on topics related to local efforts.
- ❑ [Register for the conference](#). Reserve the room and projector at your site.
- ❑ [Download Zoom](#) and test in advance for compatibility, audio, projector
- ❑ Invite any additional speakers or discussion facilitators.
- ❑ Provide or encourage printing slides for notes.
- ❑ Ask library friends or local businesses to donate snacks.
- ❑ Determine a moderator for each group viewing location to share the group's comments with the larger session via the chat function.

During the Conference

- ❑ Test your interactivity in the meeting rooms. Make sure that your login is showing the correct name and that your microphone and webcam are turned off.
- ❑ Test the chat function by introducing yourselves and your organization.
- ❑ Local break-out discussions can take place during breaks, in place of online session or for extended periods outside of conference timeline.

After the Conference

- ❑ Consider ways to share outcomes with other staff, students or patrons.
- ❑ Invite staff to report what they learned at the next staff or board meeting, or via email or listserv.
- ❑ Promote related activities or training to continue learning on the conference topics.
- ❑ Take advantage of any opportunities provided by conference hosts to report on your outcomes.
- ❑ Include conference attendance in your staff learning plan.

This document was adapted from WebJunction's [Viewing Party Guide](#).