

# Virtual Programs 101: *Behind the Scenes with STAR Net*

The webinar will begin at 1:00 p.m. (Mountain Time) and will be recorded.

*While you're waiting:*

- 1) Find the toolbar – it will either be on the bottom or top of your Zoom window
- 2) Click audio “Join by Computer”
- 3) Find the chat box. Change the default from “Share with Panelists” to “Share with Panelists and Attendees”
- 4) Introduce yourself in the chat box!

Tip for viewing: You can resize and move the location of the video and slide screens by clicking and dragging them

Dial (for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 925 1237 3527

# Facilitator Introduction

May 28, 2020

- **Brooks Mitchell** (Space Science Institute / STAR Library Network)
- **Claire Ratcliffe** (Space Science Institute / STAR Library Network)

**For chats: please select Share with “All Panelists and Attendees” not “All Panelists”**

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# Expectations / Guidelines

- **Try to use the Q&A feature for questions**
- **When using Chat, make sure your messages are being sent to “All Panelists and Attendees”**
- **Some of us are working from home: tech problems may happen!**

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- **Call in #'s:**

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# Link Bank: Trying Something New

- <https://www.starnetlibraries.org/uncategorized/resource-list-for-virtual-programs-101-behind-the-scenes-with-star-net/>

(or)

- <https://bit.ly/3gusPkM>

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# Poll Question

Where are you currently working?

- **Home**
- **Office/Library**
- **Other**

# STEM ACTIVITY Clearinghouse

The screenshot shows the website's header with logos for STARnet, Cornerstones of Science, and STEM Activity Clearinghouse. Below the header is a search bar and navigation options. The main content area is titled 'UNIVERSE OF STORIES' and displays a list of activities. Two activities are visible: 'Sorting Games: How Big? How Far? How Hot?' and 'Jump to Jupiter'. Each activity card includes a thumbnail image, a title, a brief description, a 'Check It Out' button, and a sidebar with details like 'Content Area', 'Age Group', 'Time to Complete Activity', and 'Difficulty Level (by content)'.

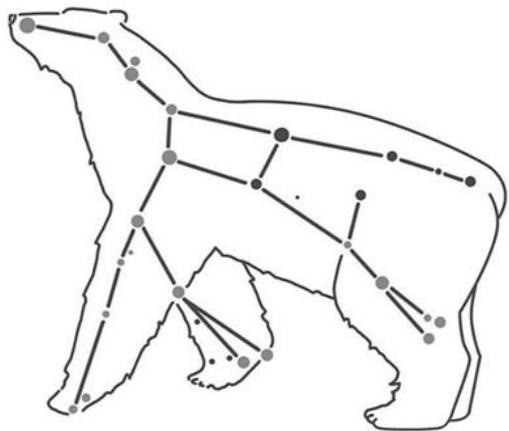


Like an activity and think other library staff should know how great it is? Didn't like an activity or have modifications to make it better? [Make sure to leave a review!](#)



## Virtual Programs

Use this featured resource to add easy, hands-on STEAM activities (using common household materials) to your online Story Time programs. Note: Book recommendations are included.



### Virtual Program: Sky Heroes

Participants celebrate their heroes by creating connect-the-dot star patterns to represent them.

[View This Virtual Program Activity](#)

## Families at Home

Below is a set of resources that can be provided directly to families without the need of facilitation by library staff.



### Hands-on Activity: Daylight in a Bottle

Celebrate Earth Day at home by harnessing the power of natural resources! This [family guide](#) explores how you can read a secret message from a friend or light up a room with just two things: free, clean energy from the Sun and a water bottle.

The activity has a how-to video (below) as well as a short, four minute video, "[A Liter of Light @ Night](#)", showing how this technology has been used practically in other countries.

[View The Facilitation Guide](#)

## Refresh Your Skills

Keep your skills sharp by revisiting these professional development resources.



### Webinar: Imagine Your Story... with a STEAM Twist!

Join the *STAR Net* team and Luke Kralik, Organizational Coordinator for CSLP, in this recorded webinar to learn all about this year's theme and exciting, hands-on STEAM activities that will help you bring it to life at your library. We'll discuss programming ideas, useful resources, and tips for engaging your community!

[View This Week's Webinar](#)

<http://www.starnetlibraries.org/resources/steam-ahead-at-home/>

# Poll/Discussion

Have you led Virtual Programs pre-COVID?

Have you led Virtual Programs recently?

Is your library planning to run Virtual Programs in the future?

The logo for STARnet Webinar Series is set against a black rectangular background. The word "STAR" is in a bold, yellow, sans-serif font. A blue five-pointed star is positioned between "STAR" and "net". The word "net" is in a blue, lowercase, sans-serif font. Below "STARnet", the words "Webinar Series" are written in a white, bold, sans-serif font. The background of the entire slide is a light blue and white nebula with many small white stars.

**STAR**★*net*  
**Webinar Series**

- Today is about hearing what has worked for us, and what has worked for you!
- *STAR Net Webinars* have a professional development focus; different from library programs

# Options, Options, Options

There are so many platforms out there, how do you find the “perfect” one?

*(You Don't)*

# One Way Communication vs Two Way Communication

- Think about your audience and how you are trying to engage with them
- Putting out a video product for people to watch and comment?
- Facilitating an interactive program where participation and audio/video/text feedback is key?

# Poll

Will your upcoming virtual programs be more:

- Putting out a video product for people to watch and comment?
- Facilitating an interactive program where participation and audio/video/text feedback is key?

# Do Your Research

- Some services are free; others give you free trials
- Invite coworkers to do a free trial virtual meeting on a platform and provide feedback on usability. Don't do an actual program on a free trial
- Understand webinar vs. meeting
  - Participant audio/video capabilities
  - Room limits

# Poll

Which of the following platforms have you used for conducting virtual programs?

Zoom Video Conferencing

GoTo Meeting

Cisco Webex

Google Hangouts

Microsoft Teams

Facebook Live

YouTube Live

Other??

# Not Everyone Is Connected

- Lack of internet access can be a real barrier towards attending virtual programs
- Consider doing programs over the phone or providing dial-in numbers for your virtual programs



# Discussion

Has your library facilitated any phone-in programs?



# Prep Work

- Promotion
- Agenda
- Slides
- Interactives

# Promotion

- Have an idea of how many people you want to attend.
  - Less for more interactive programs, more for “one way delivery” programs
- Early promotion is good, but TOO early can be bad for free programs
- Program Length

# Discussion/Polls

- (Discussion) How far in advance do you promote your normal, in-person programs? Any changes for virtual programs?
- (Poll) How long are your virtual programs?
  - 30 minutes or less
  - ~1 hour
  - 90 minutes
  - ~2 hours
  - 2 hours +

# Creating an Agenda

- Icebreakers make people feel comfortable
- Polls and discussions add an interactive element
- Avoid lumping everything together
  - i.e., avoid “30 minutes of content” followed by “30 minutes of discussion”

# Discussion

How do you keep things interesting in your virtual programs?  
Polls or other interactives?

# Slides

- Great for helping you set up your presentation and keeping flow
- Shouldn't be a focal point
- Slide considerations
  - Low text volume
  - Contrast between text and background
  - Simple is better



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

# Slides

- When including text on a slide, it is best to avoid long paragraphs with long, complex, complete sentences with lots of punctuation; this makes it extremely hard for a learner to hear what you are saying, as they are reading and rereading the text on the slide for clarity. Keep your sentences to just a few words, keep the text BIG, and keep the font consistent. Your learners should never have to strain their eyes to see what's on the screen or be confused about where you are in the text. Also, it is important that you do not READ off of the slide. The slide should be an accompaniment to your presentation, not your entire presentation. Talk around the bullet points instead and add to it verbally. I'm going to guess that most of you have stopped reading by this point – it's just too much text and intimidating!

That was hard, wasn't it?

# Post Program Surveys

- Great for getting feedback – some system automatically redirect patrons to surveys after closing
- Be thoughtful about your questions – don't waste folks time asking questions that you won't act on!
- Don't be afraid to change up questions for each program

# Roles and Responsibilities

- Running a virtual program is not a one library staff job!
- Presenters should be focused on delivering content and leading interactives; not on keeping up with the chat box in the moment
- For some platforms, considering having a back-up “host” in case your computer goes down

# Roles and Responsibilities

- We normally have at least 3 staff involved
- Lead/Point person
  - Coordinates major facets of program – promotion, agenda, etc.
- Second Presenter
  - Helps with materials and chat box when not presenting
- Chat box support
  - Drops links, monitors comments
- Chat box support for other platforms
  - If streaming to YouTube or Facebook live

# Roles and Responsibilities

- What other roles would help during a virtual program?

# Facilitating Your Program

- Avoid reading from a script – make people feel “at home”
- Read out the chat box
- Be flexible!! Don't stop a good conversation!
- What facilitation tips do you have?

# Discussion

What helps you stay engaged during a webinar?

What about a webinar helps keep you from checking your inbox?

# Discussion

What helps you learn during a webinar?

# Discussion

What kind of webinar topics excite you?

What kind of virtual program topics excite your patrons?

A vibrant, multi-colored nebula in space, featuring a mix of teal, blue, and yellow-orange hues. The background is filled with numerous bright, multi-pointed stars and glowing dust clouds. The word "Questions?" is centered in a bold, blue, sans-serif font.

Questions?