**MPHA Virtual Event Planning Form**

Please complete the following questions. The information provided will help the Membership Committee support you in ensuring the success of your virtual event. If you have questions, please contact communications@mpha.net. We are also happy to find a time to meet to plan together and talk through the plans.

**Content:**

1. What is the content/topic of the event?

1. What would you like for the title of the event?

1. What is the purpose of the event? This information helps with planning the structure of the event and the promotion of the event. *Bold or highlight all that apply.*

* Networking or member recruitment
* Professional development or training
* Highlighting MPHA member work
* Other: \_\_\_\_\_\_\_\_\_\_\_\_

1. Do you plan on having materials that you want to ask attendees to review prior to the event? If you do, we will follow up with you to get them to include in event registration.

1. Do you plan on having slides to use during the presentation?

1. How many people will be presenting?

1. Who will be presenting? What is their contact information?

1. If they or their organization(s) have a social media handle that they would like used, please share.

1. If you have a short biography prepared or available, please share either by including it below or sharing a link. If you don’t have a biography available, we will get it later in the process.

**Logistics:**

1. Please share at least three options for potential dates for the event.

1. What time would you like to hold the event? We recommend not exceeding an hour and half with a virtual event.

1. The virtual events generally followed the following format for an hour long event:

* Welcome (about 5 minutes): welcome participants, share MPHA mission and information, review virtual meeting asks (e.g., mute, put questions in chat), read MPHA ancestral land statement
* Introduce presenter(s)
* Presentation (about 30-40 minutes)
* Question and answer (remaining time, at least 15 minutes)
* Closing (about two minutes): thank you to presenter(s) and attendees, reminder about where they can get more information about MPHA and any upcoming events

Would you like to follow a similar format? If not, please include a brief description of what you envision for the structure of the event.

1. Would you like this event to be MPHA members-only or open to the public?

**Roles:**

Members of the Membership Committee are available to assist with the facilitation of the event if needed.

1. Who will do the welcome? *Leave blank if you would like someone from MPHA to do this role.*

1. Who will introduce the presenters? *Leave blank if you would like someone from MPHA to do this role.*

1. Who will monitor chat, share links in chat, and assist participants? *Leave blank if you would like someone from MPHA to do this role.*

1. Who will facilitate a question and answer portion of the event? *Leave blank if you would like someone from MPHA to do this role.*

**Communication and Promotion:**

Members of the Membership and Communications Committees can do the following to promote the event:

* Create event registration on MPHA website.
* Send event announcement.
* Send follow up event announcements.
* Send event reminder to attendees.
* Post on MPHA social media (Facebook, Instagram, LinkedIn, Twitter) about event.
* Include in MPHA monthly newsletter.

1. Are there additional ways you would like us to promote the event? Please describe. We’ll do our best, but some activities may be outside our capacity.

1. Do you have an image you would like us to use in the promotion of the event? If you do, please email it to communications@mpha.net. If you do not, we can create options that we will have you review prior to using.

1. Please provide a brief description of the event you would like us to use in the promotion of the event.