



**“Prepared to Transition Your Physical Event to a Virtual Event”**

**A Case Study**

**The Physical Event**

The Florida State University Board of Trustees planned their Fall 2020 Board of Trustees Meeting, at the FSU Turnbull Conference Center accommodating 60 to 80 participants, with day-one consisting of several committee meetings in breakout rooms and the second day supporting the full board meeting held in the auditorium prior to a hybrid solution.

**The Virtual Event**

The fall quarterly meeting was delivered as a hybrid event consisting of 50 onsite participants and 238 joined remotely. A Zoom video conference was employed to permit other members of the committees to join remotely. On the second day, the general board meeting was a continuation of the hybrid meeting using a combination of zoom and live webcasting with integrated phone technologies.

Staff provided for the event: Conference Coordinator, AV Technician and Facilities Staff along with support from University ITS, WFSU and Executive Sound.

**Support Prior to the Virtual Event:**

- Delivery of all Zoom and webcast links to University Relations
- Setup of all equipment and room with a traditional U configuration but with fewer seats, spaced further apart and limited audience seating, which allowed for appropriate social distancing
- Phone lines activated for use of telephone service
- Moderate a technical run-through with University Relations Staff, ITS, WFSU, Executive Sound, and remote presenters

**Audio Visual Support Throughout the Virtual Event:**

- Monitoring of audio levels during presentations and zoom call with assistance provided by Executive Sound staff
- Live webcasting and audio feeds provided to WFSU
- Integrated phone capability

**Post Event Support:**

- Delivery of all event analytics to University Relations staff
- Delivery of Mediasite recording to University Relations staff

***“The FSU Turnbull Conference Center is now ready and able to assist you in accomplishing your event goals in a safe and professional environment. You will not regret contracting with this fine FSU facility.”***

