# Running Socials and Events Online

This document includes advice for running socials and events online.

### Planning Socials and Events

* Consider why you are running the social. Why should attendees attend? What will they get out of it?
* Plan some activities you want to run during the social.
* Consider using a sign-up to gather interest in the social or event. This will help you to share joining instructions.
* Write clear joining instructions and share these instructions to all sign-ups or members
* Create a group chat of students who will be leading or helping to lead the social so you can talk to each other during the social in private. This could be on Teams, WhatsApp, Facebook, etc.
* Try out things in a meeting before the social if you are trying something new.

### Starting Socials and Events

* Arrive in plenty of time.
* Be friendly and welcoming as attendees join the social.
* Plan a couple of topics to chat about at the start of the social to avoid awkward silences, or share your screen with audio and play music/video as people arrive.
* Introduce some of the functions of Teams you wish to use during the social at the start e.g. chat function, closed captions, etc.
* Encourage members to use chat, hands up or reaction functions to engage if they are unable to or feel uncomfortable using video/audio.

### Other Tips

* Make sure at least one person is monitoring the chat and hands up so students contributing here don’t feel left out.
* If you notice a student is struggling to join in a conversation, encourage students to use the chat function or hands up.
* Don’t worry if you try something and it doesn’t work. You can quickly adapt ideas or try something different if something goes wrong.
* Share your successes and ask for inspiration from other groups.

### Ending a Social

* If you want to leave a meeting, the meeting will continue if you click “Leave”. This is useful if attendees are still talking at the end of the meeting.
* If you need to end the social, you can click on the “End meeting” button. This removes everyone from the call.

### Using Microsoft Teams for Socials and Events

* Microsoft Teams is a secure, audited and fully featured platform that has been extensively tested and approved for usage at the University of Bath. It is also freely available to all students.
* If leading an event, keep the video camera on as much as possible and encourage others to do the same. However, attendees should not feel pressured into turning on their camera and technology/internet strength may not always allow them to do this.
* If recording parts of a social, make sure you make attendees aware of this before they join and before you start recording. Only record parts of a social where absolutely necessary and explain the reasons why the session will be recorded. You can then give participants the chance to not join the session if they are uncomfortable with being recorded.
* Using the hang up button just means you leave the meeting. The end meeting button ends the meeting for all participants. This may be useful to end a social.
* Encourage students to use the chat function or hands up button if they want to say something during the conversation, especially if some people are dominating the conversation. Keep aware of what’s being posted in the chat and who has their hands up and facilitate conversations where possible.
* Encourage students to be aware of other students and when they want to share something and not to talk over one another where possible.

### Video support for using Microsoft Teams

Check out [Microsoft Teams training videos](https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7) for further help and guidance for using Teams. We recommend the [Manage Meetings](https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4) channel in particular, which demonstrates how you can set up meetings, share screens, etc.