
Online facilitation tutorial - Unit 2 'Moving events online'

Handout 'Guiding questions – Event purpose & scope'

When planning an online event, you can use the following guiding questions to identify the event purpose & scope. Add your own questions that are relevant to you and your stakeholders.

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| <ol style="list-style-type: none">1. What is the scope and aim of the event?2. How is the event connected to other activities?3. What is the right timing?4. Is there any added value in joining this event besides the main purpose? |
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