Online facilitation tutorial - Unit 2 ‘Moving events online’

Handout ‘Guiding questions – Mode of delivery’

The following questions are related to the type of event or mode of delivery.

When planning an online event, you will need to consider the following aspects that influence the best choice for the mode of delivery:

* Adequacy for the event objectives
* Accessibility of the preferred mode of delivery for all participants
* Communication culture of the involved participants
* Resources (financial means; work hours; equipment) that are available for the event
* Time constraints
* Inclusivity

Please add any aspects that you feel are important in addition.

1. Will the event be fully online or are there any face-to-face elements?
2. Which mode of communication is involved? Will the participants communicate orally, write messages or both? Do the participants see each other through video or not?
3. Is the whole event synchronous, meaning all participants communicate live with each other, or are there any elements asynchronous, meaning the participants can choose which time they want to contribute to the communication?
4. Is the whole group always together or do you want to split the participants into subgroups at certain times?