Chan Zuckerberg Initiative

Hosting Virtual Events

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Health Research Alliance Spring Members Meeting
March 22, 2021

Scientific meetings at CZI

At CZI, we want to build and support collaborative scientific communities

Our goal is to increase collaboration and dissemination of knowledge within and between scientific communities, and between those communities and CZI

We do this through the planning and execution of meetings, workshops and hackathons, and through the support of collaboration tools.

Arne Bakker

Andréa Clavijo

Vivian Chung

Programs

Imaging

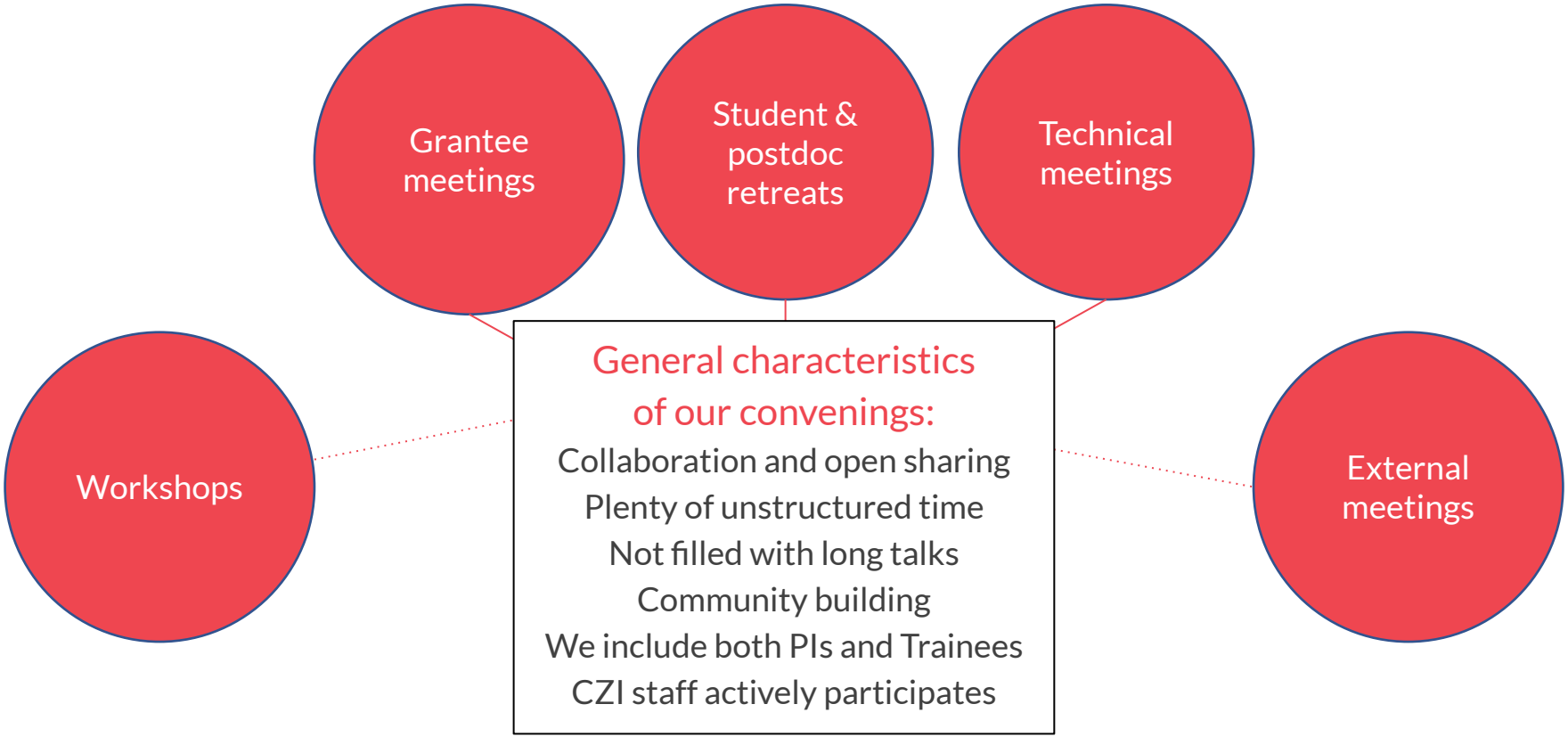
Neurodegeneration Challenge Network

Open Science

Single Cell Biology

Science in Society

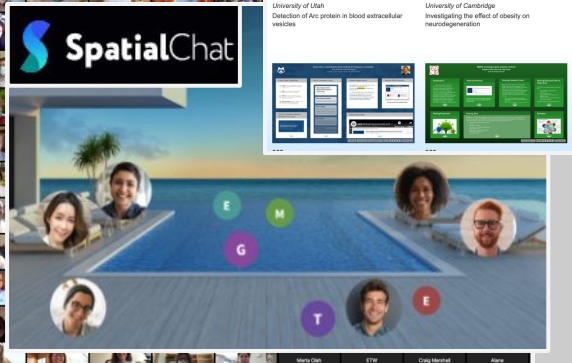
Scientific meetings at CZI

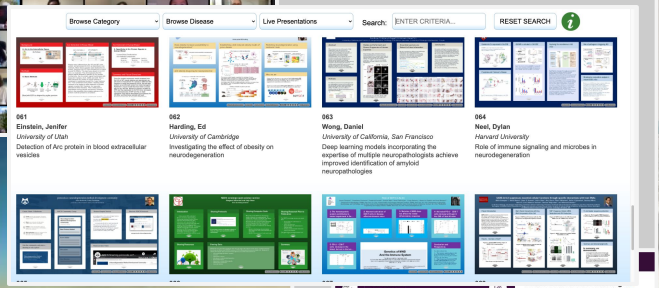


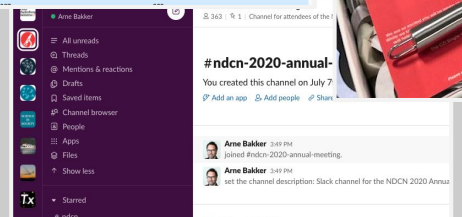
Meetings in the age of COVID-19

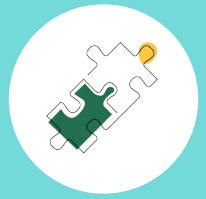
2019

2020









Goals & Objectives

Setting goals & objectives

Before you make any decisions about the agenda, meeting platform or anything else, set your goals and objectives. Then shape the format of your meeting based on these goals.

You will have better success if you decide on the platforms, tools and agenda items of your meeting ***after*** *you have set your goals than if you design the meeting based on the available tools*

Setting goals & objectives

Before you make any decisions about the agenda, meeting platform or anything else, set your goals and objectives. Then shape the format of your meeting based on these goals.

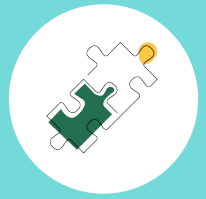
- *Why is the meeting being held? What is the purpose?*
- *What needs are being met through this meeting?*
- *Are you building off momentum from previous meetings?*
- *After the meeting is over, what does success look like? What do you hope to feel excited about afterwards?*
- *Do you have all the information you need to plan this meeting, or do you want to connect with attendees to set the goals?*

Setting goals & objectives

Before you make any decisions about the agenda, meeting platform or anything else, set your goals and objectives. Then shape the format of your meeting based on these goals.

Practical considerations:

- *How large will the meeting be?* → platform limits
- *Sharing science or connecting researchers?* → interactivity
- *Global reach or local groups?* → accessibility and bandwidth
- *Open meeting or closed?* → registration and logins
- *Working meeting?* → breakout functionality



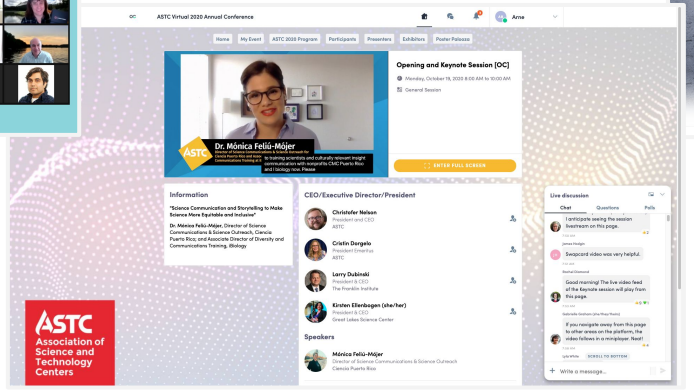
Meeting Platforms

Meeting platforms

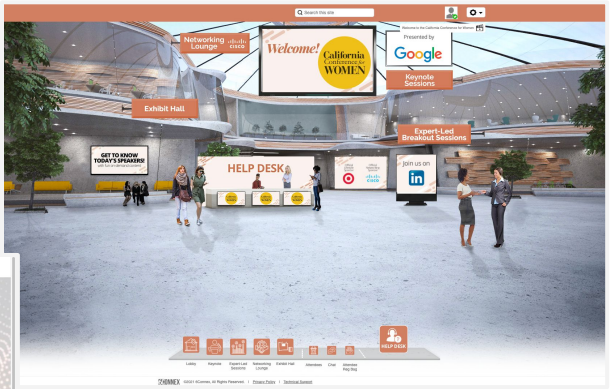
How do attendees participate in the main meeting?

Three main choices:

Application-based



Web-based



Virtual convention space

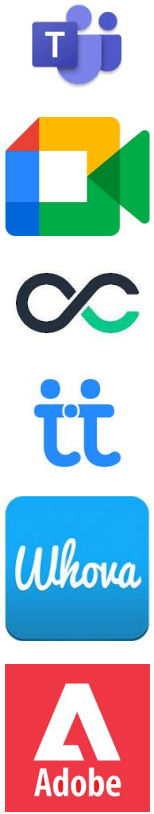
Meeting platforms

How do attendees participate in the main meeting?

Three main choices:

- Application-based platform:
  Zoom meeting / Zoom webinar / Microsoft Teams / Google Meet / ...
- Web-based platform:
  Swapcard / Attendify / Whova / Hopin / ...
- Fully customizable convention space:
  Cvent / 6Connex / Adobe Connect / ...

Lots of options! Many people have made lists comparing platforms



Meeting platforms: CZI uses Zoom

Zoom as main meeting platform

Bioconductor: HCA data access	11
Azimuth	47
Cell Annotation PlatformFeedback	29
Cellxgene	27
DCP & Lattice	10
Bioconductor: scaleable clusteri	8
Napari	5
Meta	3
Scanpy	26
Scvi-tools	11
SPRING	6
VISION	21

Breakouts for smaller sessions

Social interactions

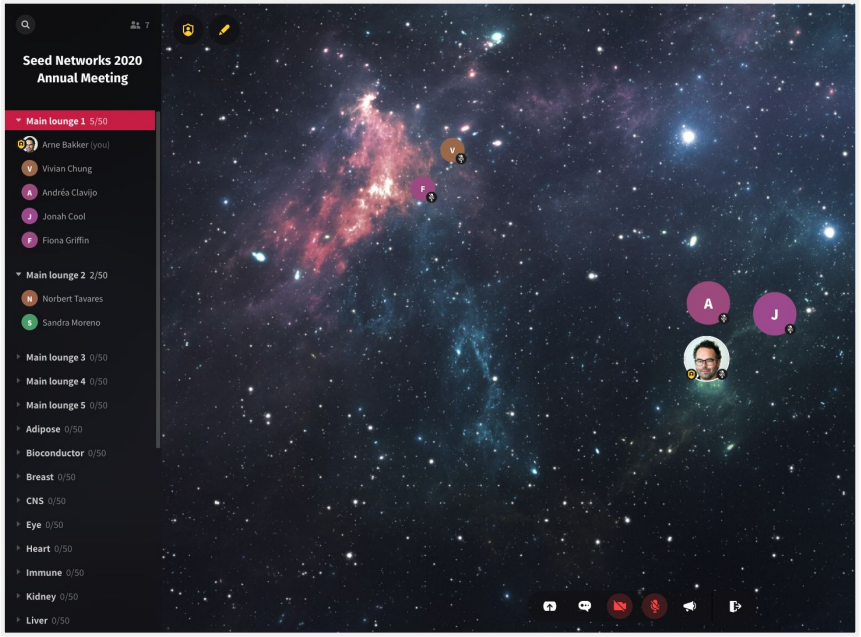
Virtual meetings have brought different ways of networking

- Zoom breakout rooms: *Many recent updates*
- Move yourself around in 2D: *Spatial Chat / Kumospace / Wonder / Gather.town*
- 1:1 connections: *Icebreaker.video*
- Virtual conference space: *6Connex / Cvent / Remo*
- Fun & games: *Go Game / Scavenger hunt / Happy hour hangout / ...*

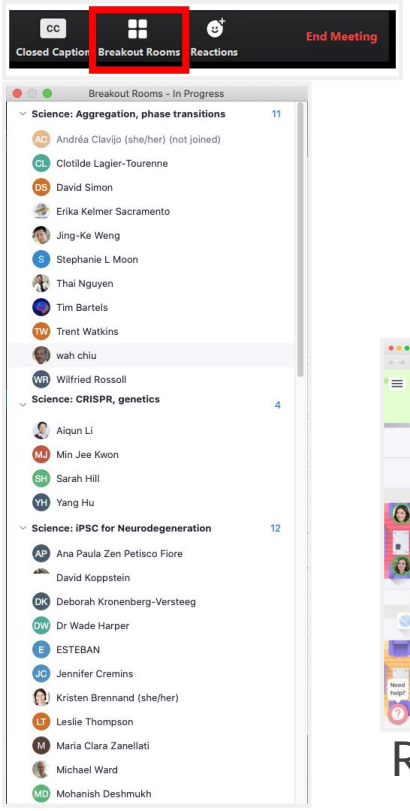
Tips

- Include clear instructions & be available for questions
- Additional networking at the end of the meeting day gives flexibility to your attendees

Social interactions: examples

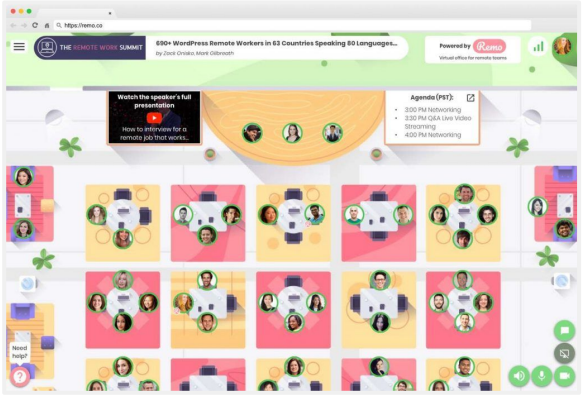


Spatial Chat



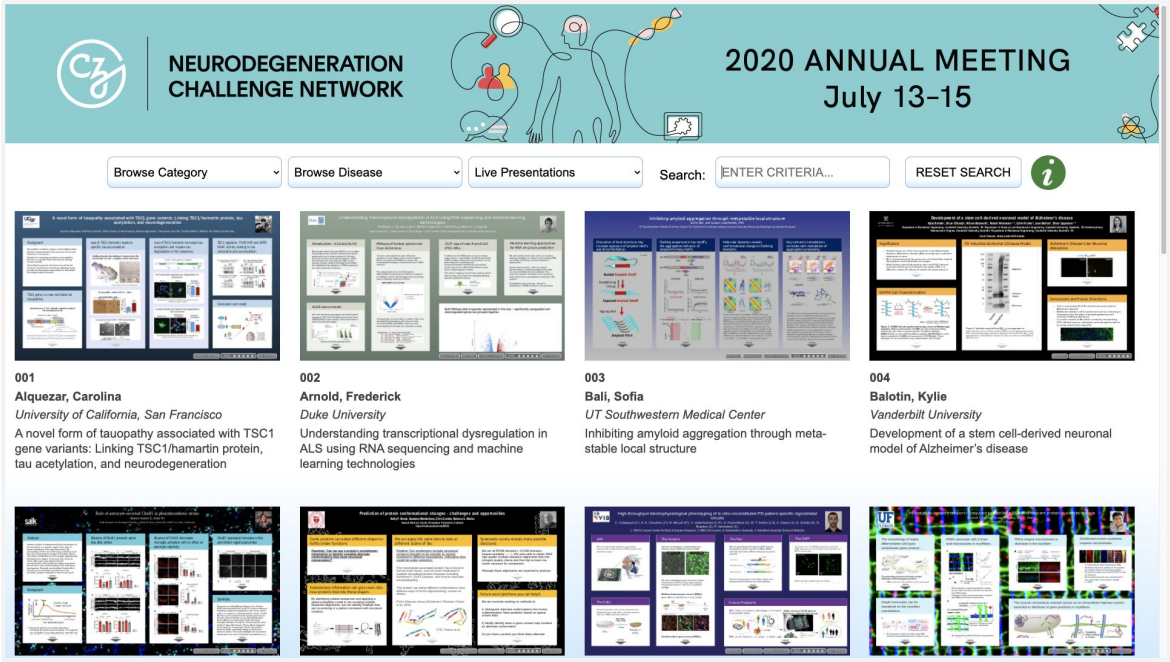
Zoom breakouts

The Go Game



Remo

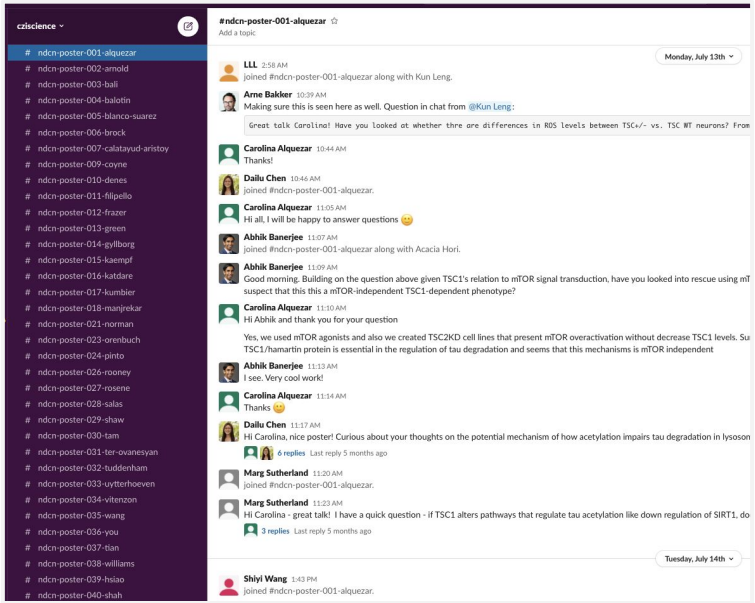
Poster platforms



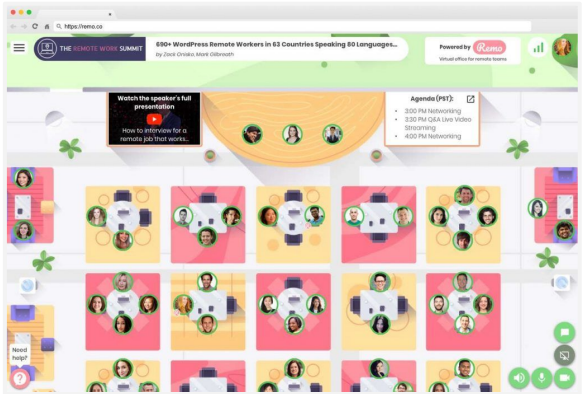
iPoster Sessions (aMuze)

VirtualPosterSession.org

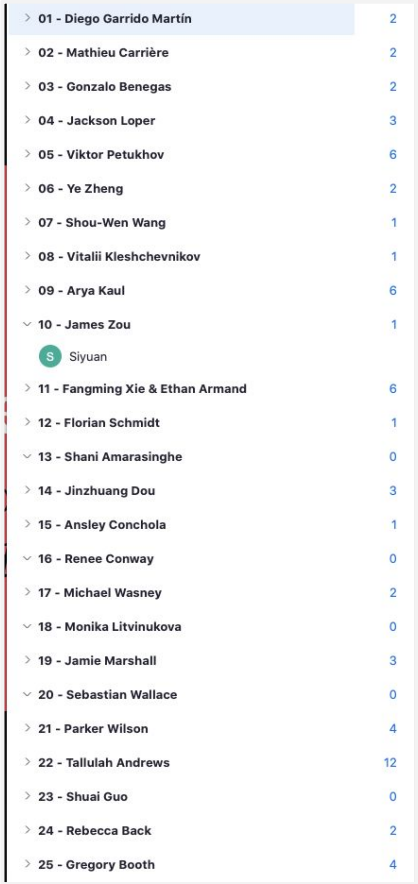
Poster sessions



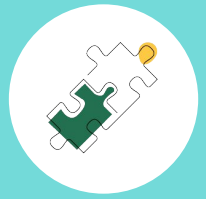
Slack channels for posters
(do not recommend!)



Remo tables for posters



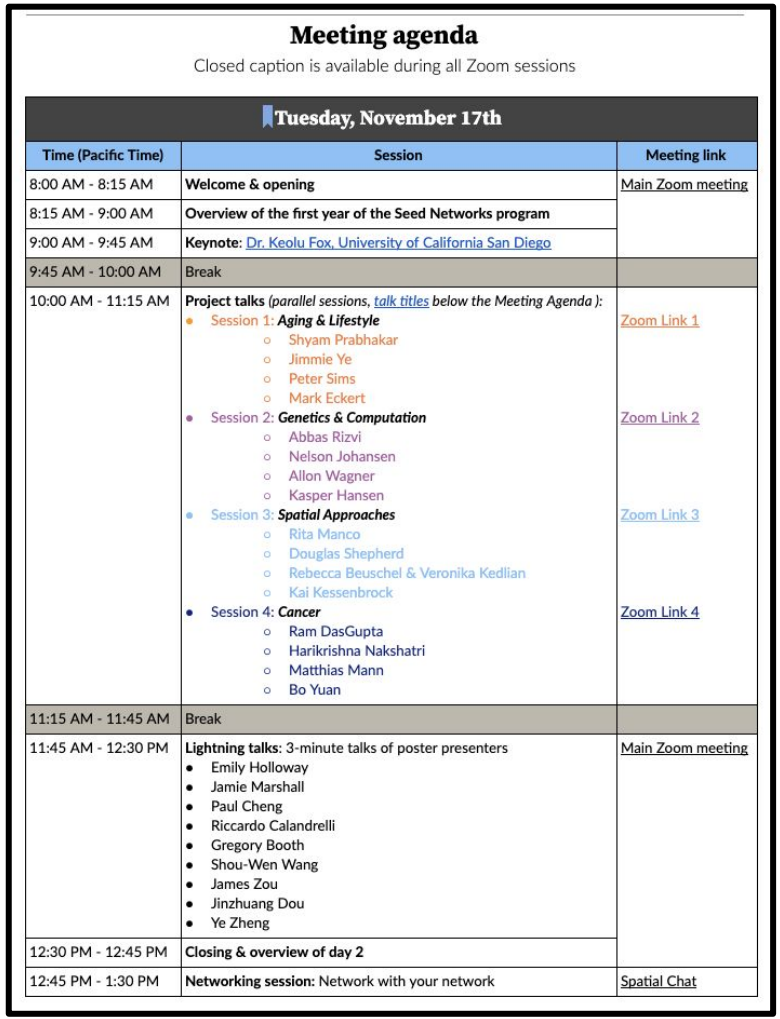
Zoom breakout rooms for posters



Agenda & Production

Agenda drafting

- Start with your goals & objectives
- Avoid long talks on Zoom
- Build in plenty of breaks
- Build in buffers & transition time
- Do people platform hop or not?
  Are there Parallel Sessions?
- Social session at the end can stay ‘open’ for post-meeting networking
- Start with a blank slate and move around sessions until it feels right



Meeting agenda

Closed caption is available during all Zoom sessions

Tuesday, November 17th

Time (Pacific Time)	Session	Meeting link
8:00 AM - 8:15 AM	**Welcome & opening**	Main Zoom meeting
8:15 AM - 9:00 AM	**Overview of the first year of the Seed Networks program**	
9:00 AM - 9:45 AM	**Keynote:** Dr. Keolu Fox, University of California San Diego	
9:45 AM - 10:00 AM	Break	

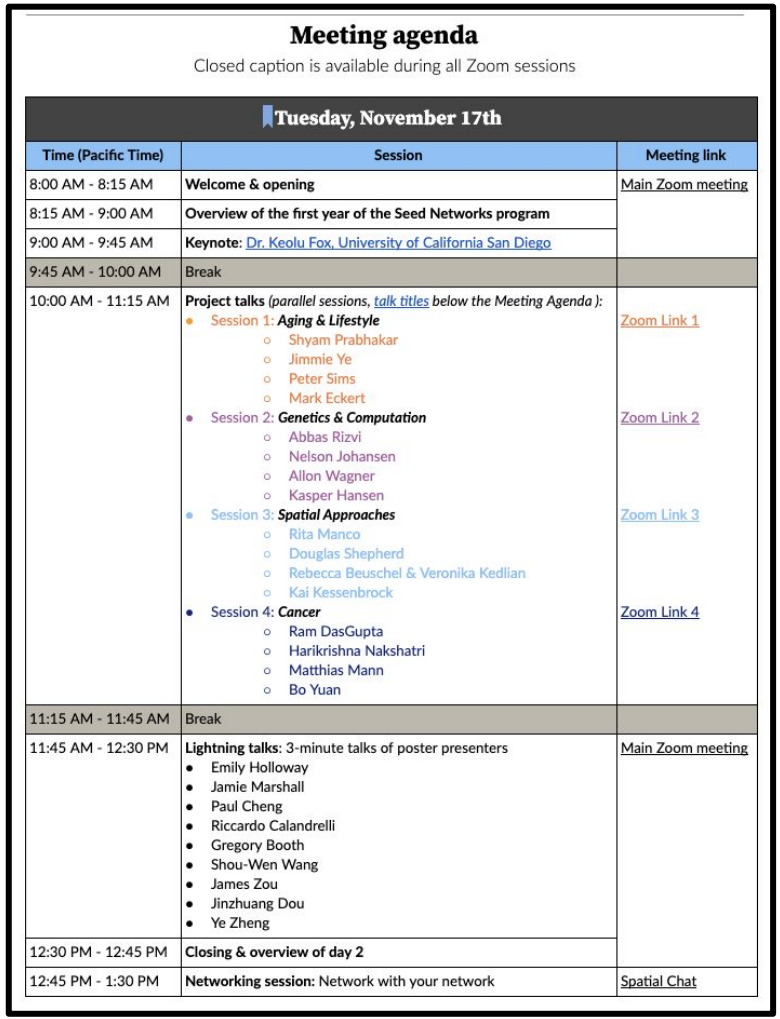
10:00 AM - 11:15 AM	**Project talks** *(parallel sessions, talk titles below the Meeting Agenda):*
	• Session 1: ***Aging & Lifestyle***
	  ○ Shyam Prabhakar
	  ○ Jimmie Ye
	  ○ Peter Sims
	  ○ Mark Eckert
	• Session 2: ***Genetics & Computation***
	  ○ Abbas Rizvi
	  ○ Nelson Johansen
	  ○ Allon Wagner
	  ○ Kasper Hansen
	• Session 3: ***Spatial Approaches***
	  ○ Rita Manco
	  ○ Douglas Shepherd
	  ○ Rebecca Beuschel & Veronika Kedlian
	  ○ Kai Kessenbrock
	• Session 4: ***Cancer***
	  ○ Ram DasGupta
	  ○ Harikrishna Nakshatri
	  ○ Matthias Mann
	  ○ Bo Yuan
		Zoom Link 1
		Zoom Link 2
		Zoom Link 3
		Zoom Link 4

11:15 AM - 11:45 AM	Break	
11:45 AM - 12:30 PM	**Lightning talks**: 3-minute talks of poster presenters • Emily Holloway • Jamie Marshall • Paul Cheng • Riccardo Calandrelli • Gregory Booth • Shou-Wen Wang • James Zou • Jinzhuang Dou • Ye Zheng	Main Zoom meeting
12:30 PM - 12:45 PM	**Closing & overview of day 2**	
12:45 PM - 1:30 PM	**Networking session:** Network with your network	Spatial Chat

Agenda drafting

Flow & energy

- How is information shared?
  Sage on a stage vs. Interactive sessions
- Considering flow contributes to the success of your meeting
- Mix up session types for increased attention
  Presentations vs. Panels vs. Breakouts vs. Workshops vs. Networking



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12:45 PM - 1:30 PM	**Networking session:** Network with your network	Spatial Chat

Run of show

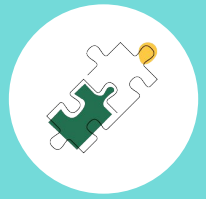
- Have clear roles and responsibilities

  Running a virtual meeting is not a 1-person job
  I recommend 3 people to run a successful multi-day meeting
  Someone moderating should *not* be assigned to tasks like admitting attendees

- TEST TEST TEST (then test again)
  Meeting planners have moved into the realm of A/V professionals

- Have one host be available at all times for questions. Especially if you're platform hopping

Wednesday, March 3rd		
Time (Pacific Time)	**Session**	**Job Duties**
7:30 AM	Planning meeting team to meet on Zoom	ALL Check link Start recording Start closed captioning Mute everyone on entering - Welcome slide with music - Arne - Admitting attendees -Andréa -Slack announcements - Vivian
8:00 AM - 8:15 AM	**Welcome & opening**	Zoom Host - Andréa - To share screen Master slide deck - Andréa - Welcome - Vlad - Team Introductions - Vlad - Agenda overview - Vlad - Housekeeping - Andréa - For private questions - Andréa - Share pdf link in chat & Slack - Arne
8:15 AM - 8:45 AM	**Overview of CZI Science:** Cori Bargmann & Phil Smoot	Zoom Host - Andréa - To share screen Master slide deck - Andrea - Introduction - Vlad - Cori (Head of Science) 8:15 - 8:45 AM - AC to run slides - both to share screen - Phil (Head of Science Technology) 8:30 - 8:45 AM - AC to run slides - both to share screen - Time keeper (no need to chime) - Vivian
8:45 AM - 9:05 AM	**Overview of the CZI Imaging Program:** Stephani Otte & Vladimir Ghukasyan	Host - Andréa - To share screen Master slide deck - Vlad - Time keeper - (no need to chime) - Vivian
9:05 AM - 9:35 AM	**BioImaging North America:** Alison North & Teng-Leong Chew	Zoom Host - Andréa - To share screen Master slide deck - Melissa - Introduction - Vlad - Moderate Q&A - Vlad - Claire & Alison to share screen - 25 mins talk + 5 mins for Q&A - Time keeper - Vivian - Gather questions copy & paste into Slack - Andréa
9:35 AM - 9:55 AM	Break	



Final thoughts & resources

Chan Zuckerberg Initiative

Thank you!

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www.chanzuckerberg.com/science/meetings