

## Practice Abstract #1

### Organising effective online workshops for EU projects

In Horizon 2020 multi-actor projects such as EUREKA ([www.h2020eureka.eu](http://www.h2020eureka.eu)) workshops are important for gaining input from end users, as well as communicating and disseminating the knowledge that is built in the project. Physical face-to-face project workshops are moving online because of increased concern about the impact of international travel, as well as restrictions on human movement due to COVID-19. But what are the advantages of online workshops, what does a good workshop look like and what aspects are critical to its success?

Key advantages of online workshops include:

- Reduced environmental costs of travelling
- Reduced time commitment for all participants
- Potential for input of participants that cannot usually travel to such meetings
- Reduced expenditure on travel costs, enabling funds to be spent on other important tasks

Some advice for planning a good workshop:

- Plan in advance and send invitations early
- Promote the workshop on social media and through networks
- Include interactive features, including discussions, rating apps (e.g. Mentimeter) and the group chat function
- Check that interactive exercises work in advance
- Send out a workshop pack the week before with details of the project and joining instructions

Tips for delivering a good workshop:

- Encourage all participants to enable their video so that the conversations feel more personal
- Small groups work best to stimulate conversation e.g. using 'breakout rooms' can help to split large groups
- Use interactive features to stimulate discussion

Be honest - technical difficulties happen!

