Area 92 2021 Virtual Pacific Northwest Conference Final Report

The purpose of this report is to share our experience on the planning and implementation of this event.

Name: Christina M
Position: Web Chair
Contact Info: christina.maertens@gmail.com 360-790-4412

Summary:
PNC Website: www.pnc1948.org

Weebly.com: Username: XXXXXXXXX
                   Password: XXXXXXXXX

I took over from Jennifer W (Area 92) in July 2020, after a few PNC Planning Meetings.

We were in the midst of COVID-19 restrictions. We began planning as an in-person event, as time passed and it was nearing the time to put money down on a facility, we watched the Washington State Health news, and decided that June 26, 2021, was too close to call, and in late December 2020, we voted to go virtual before the first flyer needed to go out.

Because of my experience with Zoom Hosting, I mostly planned and Hosted the Zoom aspects of PNC and kept the website updated (see a screenshot of the website below).

Just wanted to share, some benefits of having a virtual PNC on Zoom, it was especially helpful to do Run-Throughs on Zoom. It helped to have the practice with a timer and small audience. We also found who might be reading way too fast for interpreters. I think it was helpful to meet the committee members and get familiar with other people on their panel. I understand some of our decisions reduced how many volunteers we could involve but we really liked the consistency, and having fewer volunteers to train - we thought it ran smooth.

Some of the decisions we made to facilitate a smooth **Virtual** Conference.
1. We did shorten the program to All day Saturday 9am-9pm
2. Then we held the Business Meeting and Wrap-Up on Sunday 9am-Noon.
3. We thought it really helped to keep consistency by assigning only:
   1 Moderator
   1 Q&A Host (also hosted "What's on Your Mind", and the "Ask-It-Basket")
   1 2-Minute Timer
   1 12-Minute Timer
4. We asked panelists to Email in transcript for Interpreters by June 15, that gave us 2 weeks to schedule run throughs on zoom
5. We scheduled Run-Throughs on Zoom after the scripts were due
   a. Spotlight them and run through an actual panel
   b. We had them read their scripts at that time (with a 12-Minute Timer)
   c. Included: Moderator, Q&A Host, Timers, Tech
      i. ☐ Monday, June 14th   7pm   Speakers and Readers
      ii. ☐ Tuesday, June 15TH   6pm   Panel I
      iii. ☐ Thursday, June 17TH   5pm   Panel II
      iv. ☐ Tuesday, June 22ND   8pm   Panel III
      v. ☐ Thursday June 24th   4pm   Panel IV
   d. **Checklist/Reminders**
      i. ☐ Speak slowly, we do have Interpreters that have a hard time if we are speaking too fast.
      ii. ☐ Program Chair's cell number, in case anything comes up
      iii. ☐ Program Chair's Email to send in script for Interpreters
      iv. ☐ Can I include your email address on a program, in case participants have additional questions?
          (Not to be posted on the website – but we would share the program w/emails at the event).

Weebly is a simple and free platform for creating a website this size and requires no coding, although code can be added if needed to embed a registration form (see notes below on how to create a registration form using wufoo.com and link it to a payment portal such as PayPal).

In March 2021, we decided to accept voluntary contributions, our Treasurer set up the PayPal account and gave me the code to add a button to our website.

How to create a registration form using wufoo.com and link it to a payment portal such as PayPal (notes from the 2019 PNC Web Chair, Theron B, Area 58)

Use Wufoo.com to create the registration form - they give you lots of options to add banquet, mugs, t-shirts, extra donation, whatever. WuFoo does not accept payment but they integrate easily with PayPal, so the committee will need a PayPal account.

There are other online registration form services and other payment portals but using PayPal and WuFoo Registration forms is what we've been using in Area 58 for some years now for our quarterly assemblies and it's worked well.

A WuFoo account is free until you hook it up to PayPal, then they start charging $39/month (I think). WuFoo keeps a running list of registrations that can be downloaded. You can add your PNC logo to the form and do a little styling if you're so inclined. Weebly allows form creation with a free license, but a "Pro" (paid) license is required to link it to a payment portal. This means the form can be created and reviewed linking to PayPal, so WuFoo payments don't start until the form goes live on the website.

As the web person, you will need a PayPal account ID to plug it into WuFoo so they talk to each other but that's about all it takes. They may want to give you the PayPal login information but that's not necessary. Some information doesn't transfer over from WuFoo to PayPal so whoever is keeping track of registrations needs to have access to both sets of records.

Using WuFoo to create the registration form was mostly intuitive but we found that removing a paid selection, such as meals after they were sold out, can sever the payment link with PayPal for all the selections. The link can be rebuilt easily enough, but if something is removed from the form that was a paid item, test the remaining form selections to be sure they still work.

2021 PACIFIC NORTHWEST CONFERENCE

PNC 2021   Current Guidelines   History   Contact

Saturday, June 26

9am–9:30pm (Panels, Speakers, What's on your Mind?, Ask it Basket)

Accepting voluntary contributions below (no registration fee).

Due to the uncertainty of COVID restrictions in Washington State, PNC will be virtual and shortened from our traditional program, we are excited to have a whole host of speakers and panelist from all over the PNW and Canada! Join us on Zoom, in the Fellowship of the Spirit, We can trudge the Road of Happy Destiny. **May God bless you and keep you – until then.**

Sunday, June 27
9:00 AM Business Meeting
10:45 AM Wrap Up Meeting
& Pass on to next PNC host (Area 72 Western Washington)

No Registration Fee, but Voluntary Contributions Appreciated

[Donate]
VISA · mastercard · · AMEX · discover ·

Register HERE (English)

Regístrese AQUÍ {Español}

2021 Virtual

Zoom ID: 936 7321 9809
Password: pnc2021
or *click here*

Flyer (English)

Volante {Español}

Contact Us:
Chair: Allen D
Past Delegate Panel 68
pncchair@area92aa.org

Program (English)

Programa {Español}