Date: April 28, 2020

From: Chuck Taber, Provost and Executive Vice President

To: Faculty and Staff

RE: Resources for Large Virtual Events

This message is in response to inquiries about how to best host large virtual events during our remote operations. There has been specific interest in graduating student recognition or virtual graduation events. We also understand that groups are thinking creatively about conferences, youth camps, and other educational offerings for large groups in a remote fashion.

Early in our move to remote operations, the Division of Communications and Marketing, Information Technology Services, and Global Campus collaborated on developing resources to support virtual events. I want to make you aware of these resources to help facilitate the successful delivery of your event and to also emphasize the importance of choosing the correct platform, employing adequate security measures, and complying with ADA accessibility requirements. The university also has some resource limitations that require coordination and advance planning to have licenses and technical expertise available.

Groups interested in hosting large virtual events should use the [Virtual Event Request Form](#) to begin the consultation process to select the best platform and to address any needs for coordination of resources. On the same website, you will find Zoom streaming resources. These resources include instructions for setting up Zoom sessions with live captioning and YouTube or Facebook streaming and a Mediasite video detailing how to arrange for live captioning of events. Assistance with consistent branding is provided with event title slate templates.

I greatly appreciate the interest in recognizing our graduating students, many of whom are adjusting to the realization that the culmination of their university experience is going to be very different than the ending they expected. There is also a number of our faculty and staff who are pursuing innovative ways to deliver educational programming. We want to encourage your efforts and provide access to resources to help support the delivery of a quality experience for you and those you are hosting.

Questions about the options or resources available should be addressed by completing the [Virtual Event Request Form](#) or sent via email to ves@k-state.edu.

Please continue to take care of yourselves and each other, and stay #kstatestrong.