**Mid-Atlantic RLI Virtual Event Management Process**

Shown below is my understanding of the event management process for virtual events based on our discussion at Friday’s Board Meeting. At that time, I stressed the need to build upon the successful history of face-to-face events. At the beginning, we never had complete support from the Districts. That support has built over the years as we have demonstrated RLI’s ability to provide a positive impact on the District’s development programs. We also realize that the management of the virtual events is a work in progress. The committee has done an outstanding job to date, but there is much to learn through execution.

**Role of the District Chair:** The District Chair, as in the past, has a key role in the development and scheduling of the virtual events. The events will be hosted, as in the past, by one of our Rotary Districts. The District Chair, in coordination with the Regional Coordinator, will notify the Events Committee of the date requested, taking into consideration the schedule of other Rotary events scheduled with the District.

The decision as to the type of event whether it be a Mini (Part I only) or full event with be made by the District Chair and Regional Coordinator.

The District Chair has the primary responsibility for promoting the event within the District, but since it is a virtual event, can expect Rotarians throughout the zone to also register. This is not different from the face-to-face events since we often had participants from outside the District and, in some cases outside the Zone. The Events and Promotion committee will assist with promotion, as required, outside of the hosting District.

As the host district, your District Governor or designate would welcome the participants at the beginning of the event as has become the tradition during face-to-face sessions.

**Role of the Regional Coordinators:** The Regional Coordinators, in coordination with the Chair of the Faculty and Curriculum, will select the facility for the event from a pool of online faculty. Regardless of how terrific a faculty members has been with in-person events in the past, we are restricting the faculty for online events to only those who have been specifically trained as RLI online faculty.

The Regional Coordinator, in coordination with the Chair of the Producers Committee, will select the producers for the event from a pool of trained online producers. The producers will correspond with the registered participants to get them the necessary log-in information and any materials they will need prior to the event.

The Regional Coordinators will also be responsible for recording attendance, so that participants will receive credit and be able to advance to the next higher class. Note that attendance at both virtual and face-to-face events have equal credit.

**Events and Promotional Committee**: This committee will maintain the DACdb schedule, a printed schedule and the schedule on the website. It will maintain the DACdb Files, RLI Committee Membership Listing, Calendar and Reports. Registration will occur in DACdb and with links from the website. The Registrar will setup the Zoom Meeting and communicate login credentials to the Producer.

The Bio List Coordinator will create the list when the Event’s Regional Coordinator sends the names of the Event’s Regional Coordinator, District Chair, Producers, and Facilitators at least seven days before the scheduled Event.  The Event Bio list is uploaded to DACdb public files for downloading by attendees

**The Training and Curriculum Committee**: With respect to this process, this committee will maintain the latest edition of the Course Material, located in the file section of DACdb.