Host a Virtually Great Convention!

Tips for Success
Welcome!

Tom Gordon
Past International Director
Canada

Stephen M. Glass
Past International Director
West Virginia, USA
And
Wendy Cain
Past District Governor

David Kingsbury
General Counsel
LCI
Opening Poll

How will your District Convention be held this Lions Year?

- Virtual (online)
- In Person
- Undecided
What makes for a Great Convention?

Have Fun and Share in Fellowship
Get Inspired for meaningful service
Share in Learning
Celebrate Being a Lion
Recognition
Well-run business session
Smooth Logistics for all participants

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Preparing for the Convention
Use a wide variety of outlets to promote!

- Social media (i.e. Facebook, Twitter, Instagram)
- District web pages
- Club web pages
- Newsletters
- Emails
- Zone meetings
- Cabinet meetings
- Club visits
Consideration for pricing the event.

- Consider the cost for the online platforms when determining the price for registration.
- Request a live demonstration of the platform’s capacities if you are considering several vendors/products.
- Ensure that the platform can handle as many active participants as needed for the event.
The Call to Convention

IMPORTANT - Report convention date in MyLCI or your local reporting system

• Sufficient Notice for Call to Convention – 60 days as per policy.

• Include the Rules of the Convention.

• Include any resolutions that will be entertained.

• Provide the current status of accepted good standing in regard to the certified list of clubs.
Introduce the Virtual Platform information with the call and registration documents

With Registration/payment instructions:

- Include information regarding the online “platform.”
- Inform of prerequisites to install platform application if required.
- Include the website link and/or password upon receipt of registration payment.
Think Long Term when choosing digital equipment for the district’s use.

• Secure appropriate computer equipment, such as a personal computer or tablet, before the seminar begins.

• Plan to continue using this equipment to your advantage in performing your duties as district governor.

• Main speakers should use proper microphone and headset, too.
Assist attendees properly prepare for online platforms and equipment

• Use equipment and training platform features, such as audio and video, to participate fully in all aspects of the training.

• Review the virtual platform user guides and participant manual and its functions, like “Chat, Questions and Polls,” before the live virtual sessions begin and keep them within easy reach.

• Plan to continue using this equipment to your advantage in performing your duties as district governor.
Tips for a Smooth Certification Process

- Report the convention date in MyLCI or your district’s reporting system as early as possible.

- This triggers the creation of the certified list of clubs and delegate count.

- Compile a list of all clubs in good standing for use by the credentials committee.
Use Platform features for the nominations business

Please complete post-election

- Post photographs of the candidates or turn on their cameras during the business session.
- Complete nomination speeches as usual.
- See the document LG23 – “District Election Guidance” for election guidance.
Remember these important items.

- Voting should be confidential and autonomous whether completed by electronic or written balloting.

- Check off those who have voted but keep votes confidential.

- Be sure to introduce the new officers after elections are complete.

How to Make “Online” Seminars Fun and Interesting
Poll #2

What do you think is the most important activity at your convention?

- Motivational Speaker
- Interactive Games
- Elections
- Seminars/Trainings
- Recognition
Help attendees get comfortable using the platform!

Best Practices for Success

- Teach/Show the Lions how to use the Convention Platform Technology!

- Use Live Demonstrations if possible.

- Make sure you have some “techie’s” behind the scenes as an ongoing “help desk” for the convention participants.
Choose topics of interest for your attendees!

- **Using technology** – offer a review of common platforms being used for meetings.
- **Lions orientation** and/or re-orientation. Not just for new members!
- **Certified Guiding Lion** – consider holding a training
- **Club Quality Initiative** - for all of the club officers.
Choose topics of interest for your attendees!

- **Service Projects** - story-telling.
- **LCIF** – Grants education and Campaign 100 updates.
- **MyLCI/MyLION** – demonstrate the Lion Account.
Choose topics of interest for your attendees!

- Explore integrating interactive components to presentations.
  - Polls and reactions.
  - Chats.
  - Share Screens.
- Add some energizers and refreshment breaks.
- Open question and answer sessions – use raise hand features for participants.
Interactive Engagement in Virtual Training and Presentation Sessions

Choose topics of interest for your attendees!

- Within PowerPoint, there is a time clock and other add-ins to explore – time clock and other fun features (add ins).

- Maximize features of software and the online platform to engage attendees.

- Use “break-out rooms” like you would for in person meetings.
Make use of existing pre-recorded videos.

Additional pre-recorded Videos are at YouTube.com/Lionsclubs

- Test pre-recorded videos on your chosen platform – make sure both audio and visual function properly.

- Recordings may also be used at later date for showing at other functions.
Check this out!

Lions Virtual Community invites Lions from all over the world [https://lionsvirtual.teamapp.com/](https://lionsvirtual.teamapp.com/)

**Learning.** Training and sharing ideas through webinars

**Entertaining.** Trivia Games and Virtual happy hours.

**Connecting.** Meet Lions from all over the world.

Lions Virtual Facebook Page [https://www.facebook.com/LionsVirtual](https://www.facebook.com/LionsVirtual)
Awards and Recognition

If Awards and Certifications are able to be distributed to recipients prior to the convention:

- Be sure that all award recipients are registered present to receive the award or recognition.

- Turn on cameras of presenters and recipients for the presentation.

- Presenter should share the significance of the award.

- Could also do slideshows of multiple recipients for one award type. (Extension, Key, Club Excellence Awards, etc.)
Awards and Recognition

Give Recognition to attendees unable to be present at the convention

• Turn on the Presenter’s camera so they may share the significance of the award and display it for the attendees.

• Could also do slideshows displaying photographs of Lions who are all receiving the same kind of award. (Extension, Key, Club Excellence Awards, etc.).

Make sure to let recipients know that the award will be mailed as quickly as possible.
LCI Shop has great recognition and appreciation items.
Offer Some Small Team games of competition or trivia!

- Use virtual Breakout Rooms in online platform to serve club hosted receptions.
- Wendy Cain – Share Lions Jeopardy!
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Lionism becomes international!

Windsor, Ontario, Canada Lions Club chartered.
Lionism comes to West Virginia!

Charleston Lions Club chartered on September 30, 1921.
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Don’t forget to set aside some time just for Having Fun!

• Combine some Trivia games with a virtual cocktail hour, entertainment for fun to get them together.

• Software packages like “Hopin” which organize your content for a virtual presentation. $$$$$

• Bring your own picnic!
Make everyone feel like they’re in the front row!
Questions and Sharing Best Practices
Thank you