Climate
Centre

Principles of Virtual Process Design

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These are key principles for your consideration when designing virtual meetings and events.

Objective

To share some key principles for your consideration when designing virtual meetings and events.

Process

Designing virtual processes needs some time and careful consideration. Please take some time to consider the following key principles when designing the process. Remember, a process is not just compiled and it is not just about contents.

Here are some key elements we suggest you consider when planning a virtual process:

1. Define the learning objectives
Define your learning objective clearly at the start of designing a meeting. Ask yourself what you would like to achieve in the meeting, what are the contents you would like to cover and how would you like people to feel after the meeting. Then discuss the objectives with the facilitation team and share them with participants ahead of the meeting.

2. Short turn taking
Virtual meetings need to be carefully designed so as to encourage participants to actively stay engaged. Short turn taking or the short sequencing of activities are important to maintain the energy and participation. This has to be carefully planned (and speakers will have to be carefully briefed) so that the short turn taking elegantly supports the deeper exploration of contents.

3. The art of sequencing
When designing the process, explore the flow of the session. You can map the energy level during the session and ensure that a variety of activities accommodates different learning styles.

4. Weaving it all together
Draw up a detailed programme, detailing time, process and responsible facilitators. This will allow you to check for flow and energy while also ensuring that you are meeting all your learning objectives.

Climate relevance
In order to be able to work well together in a team and get things done, it is important that everyone is aware of the bigger picture, how to proceed and how to get involved.

virtually amazing
Enabling virtual engagement for facilitating complex dialogues to tackle Climate Change

5. Remain flexible in your process design

While you have taken great care in designing the process, remember that it is most important in design and facilitation to remain flexible at all times. Listen to the group and adjust the process in consultation with your team and the participants.

We wish you success in designing your next virtual event!