

# WEBINAR: How to Organize a Virtual Event in the Philippines



## Overview

Learn how to organize and implement virtual events such as webinar, awarding ceremony, induction ceremony, election of officers, product / chapter / service launch, brand activation campaign, year end celebration and thanksgiving, expo and trade fair, conference, summit, fundraising event, and so much more.

## Objective

- To discover the updated technologies and platforms to launch a virtual event in the Philippine setting

## Who Should Participate

- HR
- Event Planners
- Schools
- Associations

## Key Topics

### Module 1: Virtual Events in the Philippines

- Types of events in the Philippines
- Face to face events vs virtual events

### Module 2: Virtual Event Platforms in the Philippine Setting

- Livestreaming platforms
- Virtual event platforms and technology

### Module 3: Technical Requirements for Virtual Events

- Virtual team
- Computer specification and requirements

### Module 4: Virtual Event Timeline and Project Management

- Event details
- Event Gantt chart
- Event timetable

### Module 5: Virtual Event Day Logistics Framework

- Breakdown of event day logistics
- Needed framework to launch a successful event day

### Module 6: Basic Online Meeting Etiquettes (bonus topic)

- Internet requirements
- Gadget requirements
- Basic etiquettes for online meetings

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Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)

## Duration

- 3 hours

## Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

## Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com). You will receive a confirmation within 48 hours.

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