Social Events Handbook

These social activities are here as a guide, please feel free to make adjustments as necessary.

Name ideas: Virtual Social events cookbook? How to host a social event?

**General Advice**

* Group sizes of up to 5 work best to maximise comfort and discussion
* Create Outlook invitations for everything (in Teams and Zoom) so that they appear in calendars
* Use Tags in MS Teams to ensure people get notifications
* Breakout rooms allow you to split your Zoom meeting into smaller groups, see University guidance for more information

**Pub Quiz**

1. Organisation difficulty: 3/5
2. Group size: ≥ 9 (teams of 3-4)
3. Number of hosts: ≥ 2
4. Time needed: 1-2 hours
5. Tech needed: Zoom (with screen-sharing and breakout rooms)
6. Optional tech: PowerPoint or LaTeX slides etc.
7. Best for: freshers, colleagues, friends
8. Activity outline”

Get competitive with this online pub quiz…… (a pithy one-line intro to the event to get them interested)

* + The Zoom host splits the group into teams of 3-4.(random allocation using Zoom breakout rooms)
  + Teams get 2 minutes in their breakout rooms to choose team names
  + The host presents the quiz questions in the main room with each person noting down their answers individually
  + After each round, the teams discuss their final answers in their breakout rooms
  + Back in the main room, the host presents the correct answers while the teams keep track of their score.
  + Repeat this for multiple rounds, each having its own topic, e.g. Music, Film, Geography...Maths!

1. Tech instructions:
   1. Use **Zoom breakout rooms** with random allocation to randomly allocate the teams
   2. **Call participants back** to the main room in Zoom to present rounds
   3. Use **Screen-sharing** in Zoom to present slides
   4. Use **Powerpoint** (or **LaTeX** etc.) to present slides (or present verbally)
2. Advice:
   1. Have at least two hosts– one Zoom host (to assign breakout rooms and oversee tech issues) and one front-facing host (to present rounds)
   2. Provide a PDF of questions in each round for people to refer to in breakout rooms.
   3. Have your questions set up for each round for smoother transitions.
   4. As a host, be energetic and ready to fill silence between rounds.
   5. Zoom host should circulate around breakout rooms to check timings (so no team is rushed to produce final answers)
3. Alternatives:
   1. If playing as friends, can form teams beforehand and preassign breakout rooms
4. Timeline:
   1. Find co-hosts – Prepare quiz questions – Send Zoom Invitations – Check the tech – Have fun!

**Online Games**

1. Organisation difficulty: 2/5
2. Group size: ≥ 6 (up to 8 in each breakout room)
3. Time needed: 1 – 1.5 hours
4. Number of hosts: one per breakout room
5. Tech needed: Zoom (with breakout rooms and screen- and sound-sharing); *jackbox* (an online game provider); **1 smart phone per player**
6. Best for: friends
7. Activity outline:

A pithy one-line intro to the event to get them interested (potentially need some info about the games available as well – I would want some – what kind of games etc.)

* 1. Meet in Zoom and split into breakout rooms, preferably with 6-8 guests each.
  2. Play the game (see tech instructions below!)
  3. Can play one or multiple rounds

1. Tech Instructions:
   1. Each host must purchase a ***jackbox* licence** – the *Party Pack* is $13.74 (one host/licence per breakout room - a max of 8 per breakout room as there can only be 8 players)
   2. Use **Zoom breakout rooms** with random or pre-allocation
   3. Host (with jackbox licence) **shares their screen and audio** to present the game
   4. Each player joins the game with their **smart phone** using the join code
2. Advice:
   * Turn off any pop-ups and notifications on the shared screen.
   * Explain the rules of the game before you get started.
   * Each room can play a different game, depending on their preference.
3. Alternatives:
   1. Use a different online game platform! i.e. ?
4. Timeline:
   1. Purchase jackbox – Meet in Zoom – Decide on the game(s) – Play!

**Coffee Break**

1. Organisation difficulty: 1/5
2. Group size: 5 - 10 per breakout room
3. Time needed: ~30 minutes
4. Tech needed: Zoom (with breakout rooms)
5. Best for: freshers, new friends, colleagues
6. Activity outline:

Get to know each other with a fun, informal chat where you can even incorporate some hilarious ice-breakers!

* 1. Choose from a less structured, general chat or a more structured scenario where you use conversation prompts such as “two truths and a lie”, “never have I ever” or “truth or dare”
  2. Split into Zoom breakout rooms of 5-10 people to boost discussion

1. Tech instructions
   1. Use breakout rooms for a large number of people (over 10)
2. Advice
   1. An ideal ice-breaker when people are meeting for the first time
   2. Prompts are very useful (essential if it is an ice-breaker!)
   3. Ask participants in the invite to think about the prompt (i.e. to prepare 2 truths and a lie)
   4. Incorporate a voting system for ice-breakers such as “two truths and a lie”
   5. Consider rotating breakout rooms to get to know more people
   6. During the chat, have someone in charge of keeping the conversation flowing
3. Timeline
   1. Decide on a less/more structured chat
   2. Send Zoom invitations
   3. Chat!

**Film Screening & Discussion**

1. Organisation difficulty: 2/5
2. Group size: 5 – 10 per Teams channel (or breakout room)
3. Time needed: 1-4 hours (film dependent)
4. Tech needed: MS Teams (or Zoom)
5. Optional Tech: Netflix party, YouTube with friends, Media Hopper
6. Best for: Workshop groups, new friends, colleagues
7. Activity outline:

Just want to watch a movie? Then this is the activity for you. An organised movie with new or old friends is ideal for getting a discussion going with the added benefit of learning something new!

* 1. As a group, decide on a film to watch
  2. Watch it altogether (using Netflix Party, YouTube with Friends) or separately (you may need to get a licence to put it on Media Hopper)
  3. Arrange a discussion on the film in MS Teams, allowing people to choose a “Table” to “sit at” to discuss with friends

1. Tech instructions:
   1. Set up a **MS Team** for the event (i.e. Film Club) and invite all participants
   2. Set up **Channels** within this Team called “Tables”
   3. During the event, let each participant choose which “Table” they want to “sit at” to discuss the film (by starting/ joining the chat within that channel)
2. Advice
   1. Provide a few questions/ prompts for participants to think about whilst watching the film to discuss later
   2. An ideal activity for people who are just getting to know each other (i.e. workshop groups)
   3. “Secrets of the Surface: The Mathematical Vision of Maryam Mirzakhani” is a great, short, maths-related film!
3. Alternatives:
   1. Use Zoom and breakout rooms instead of MS Teams
   2. Prearrange discussion groups to make an even split (either with Private Channels in Teams or with breakout rooms in Zoom)
4. Timeline:
   1. Choose a film/ documentary
   2. Choose a viewing platform
   3. Send invitations to the discussion
   4. Watch film!
   5. Chat!

**Mathalon**

1. Organisation difficulty: 5/5
2. Group size: ≥ 2 hosts ≥ 10 guests (teams of 2-4)
3. Time needed: 1.5-2 hours
4. Tech needed: MS Teams (with private channels); OneNote
5. Optional Tech: MS Forms; Latex Editor (ie. Overleaf)
6. Best for: freshers, friends, colleagues, Maths peers
7. Activity outline:

Get to know new people with a shared struggle to bond over as you compete in the Mathalon – a collaborative online Mathematics competition!

* 1. Form teams of 2-4 or register individually and get teamed up!
  2. Join the MS Team made for the event and meet in the General channel
  3. Go into your team’s Private Channel to work on questions
  4. Submit your answers in the OneNote document and await the results!

1. Tech instructions:
   1. Optional: create and send link to a **MS Form** for participants to register individually or as a Team
   2. Create a new **MS Team** for the event and add all participants
   3. Set up one **Private Channel** per team and add team members
   4. Add a **OneNote** document to each private channelwith all questions (one per page) where they **must submit their answers** by the deadline (also a space for collaborative workings)
   5. Create **Teams meeting in General channel** at start of event – to give instructions
   6. Create a **PDF (LateX, Word)** with the worked solutions to release when announcing winners
   7. Create a **“Tag” in the MS Team** for all participants (the Mathletes) to use when communicating important information
2. Advice
   1. Maths Circle (easier/ quicker) and International Mathematics Olympiad (harder/ longer) questions are ideal
   2. Give a realistic time frame
   3. Allow time to fix technical issues with Teams before the event (make sure everyone can access the Team and their Private Channels)
   4. Encourage all participants to bring Tablets (if they have them)
   5. A prize is a good incentive!
3. Alternatives:
   1. Release the questions sequentially to encourage more collaboration
   2. Use a different collaborative space: Google Docs, Word, shared whiteboards (OneNote can lag)
4. Timeline
   1. Choose/ create questions
   2. Send invite (and registration form)
   3. Set up a MS Team with Private Channels and OneNote docs
   4. Start the Mathalon!
   5. Mark solutions
   6. Announce winners and release worked solutions

Film Pictionary

1. Organisation difficulty: 2/5
2. Group size: ≥ 2 hosts ≥ 14 guests (teams of 6-8)
3. Time needed: ~ 30 – 45 min
4. Tech needed: Breakout rooms (use the whiteboards in Zoom)
5. Best for: new friends, workshop groups, colleagues
6. Activity outline:

Fancy a round of Pictionary? This virtual version is just as fun as the real thing where you can get to know people better in a entertaining competitive environment!

* 1. Split the group into teams each with a moderator and the moderators each have the same list of 20 films (can be more or less)
  2. This moderator will message an individual on each team the name of the film in private and that person must draw it as fast as possible (using the Zoom whiteboard function) while other team members guess
  3. As soon as someone guesses, the moderator will move onto a new team member and give them a new film to draw
  4. The goal is to make it through the list before the other team(s)!
  5. Can find a [website that lists charades categories](https://hobbylark.com/party-games/Charades-Ideas-for-Adults) and pick a category

1. Tech instructions:
   1. Once in the respective breakout rooms, the moderator will share their screen so that a whiteboard appears
   2. Once the whiteboard appears at the top of the screen you should see “you are viewing … screen” and a “View Options” button
   3. Then click “Annotate” which should allo you to be able to draw on the screen as well
   4. An “editing” tool bar will appear for writing/drawing/etc...
2. Advice:
   1. Pick films that were “easy” enough that the game moved quickly but not so easy that it was over quickly
   2. Suggest topics of discussion for the time when your team has finished but are waiting for the other teams to finish
   3. Breakout rooms and using whiteboards are very important for this activity so try practicing utilising these technologies
3. Timeline:
   1. Send Zoom invites
   2. Decide on Pictionary category
   3. Organise breakout rooms and virtual whiteboards
   4. Play!