**Offline engagement**

Use whichever chat/messaging program your organization prefers. Structure the layout in this way:

Top Level – DevRel Full Stack Wellness & Inclusion Series

Groups/Rooms/Channels:

* General – Announcements for the program and general asynchronous communication among the program team running this series
* Session specific – Create a separate place for the program team to coordinate logistics before, during, and after each session. For ex.
  + Session 1 –
  + Session 2 –
  + Session 3 –
  + Session 4 –
  + Session 5 –

**Audience polling**

Leverage your companies preferred tool for this purpose. For example:

Smartsheet

Microsoft Forms

Kahoot

Slido

Quizizz

Use to capture input from attendees during each session for post-event reporting and KPI measurement.

**Post-event Check-in**

Offer a check-in time for all attendees to join (optional) and talk about how they’ve used what was learned since the event.

Schedule 2 of these (minimum) to cover different time zones so all team members have the opportunity to participate.