

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?

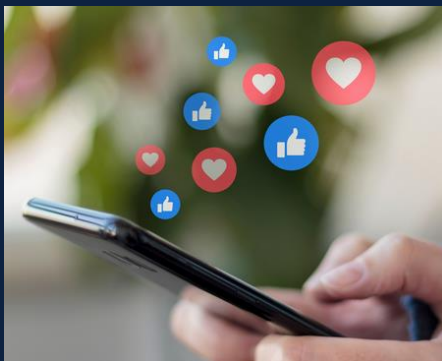
Have Fun and Share in Fellowship
Get Inspired for meaningful service
Share in Learning
Celebrate Being a Lion
Recognition
Well-run business session
Smooth Logistics for all participants

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Preparing for the Convention





Promote the Event!

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.

Conducting Elections



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.
- Report the election results. Use for DA-20 – District Convention Report.



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.

Offer a wide range of seminars and webinar Topics



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.

Offer a wide range of seminars and webinar Topics



Choose topics of interest for your attendees!

- **Service Projects** - story-telling.
- **LCIF** – Grants education and Campaign 100 updates.
- **MyLCI/MyLION** – demonstrate the Lion Account.

Interactive Engagement



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.



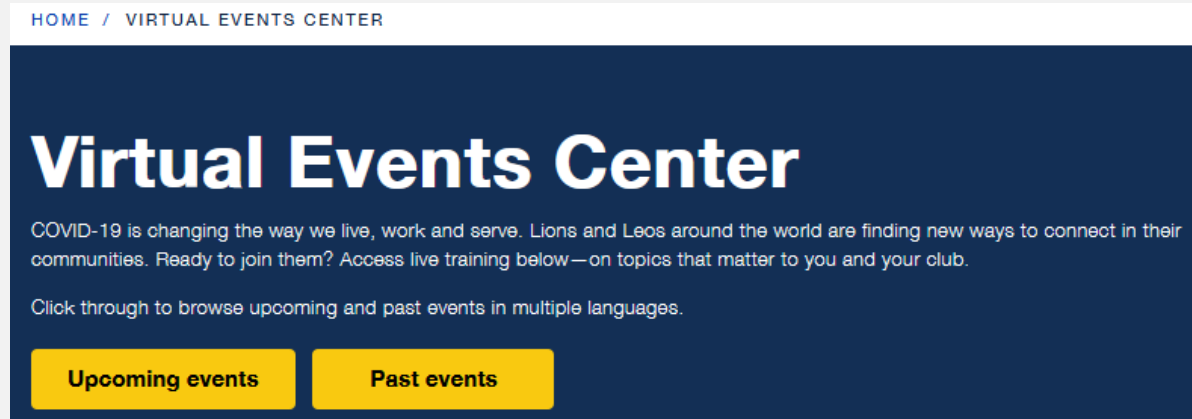
Interactive Engagement in Virtual Training and Presentation Sessions

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.

Check these out for Videos!



Additional pre-recorded Videos are at
[YouTube.com/Lionsclubs](https://www.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/>

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>

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

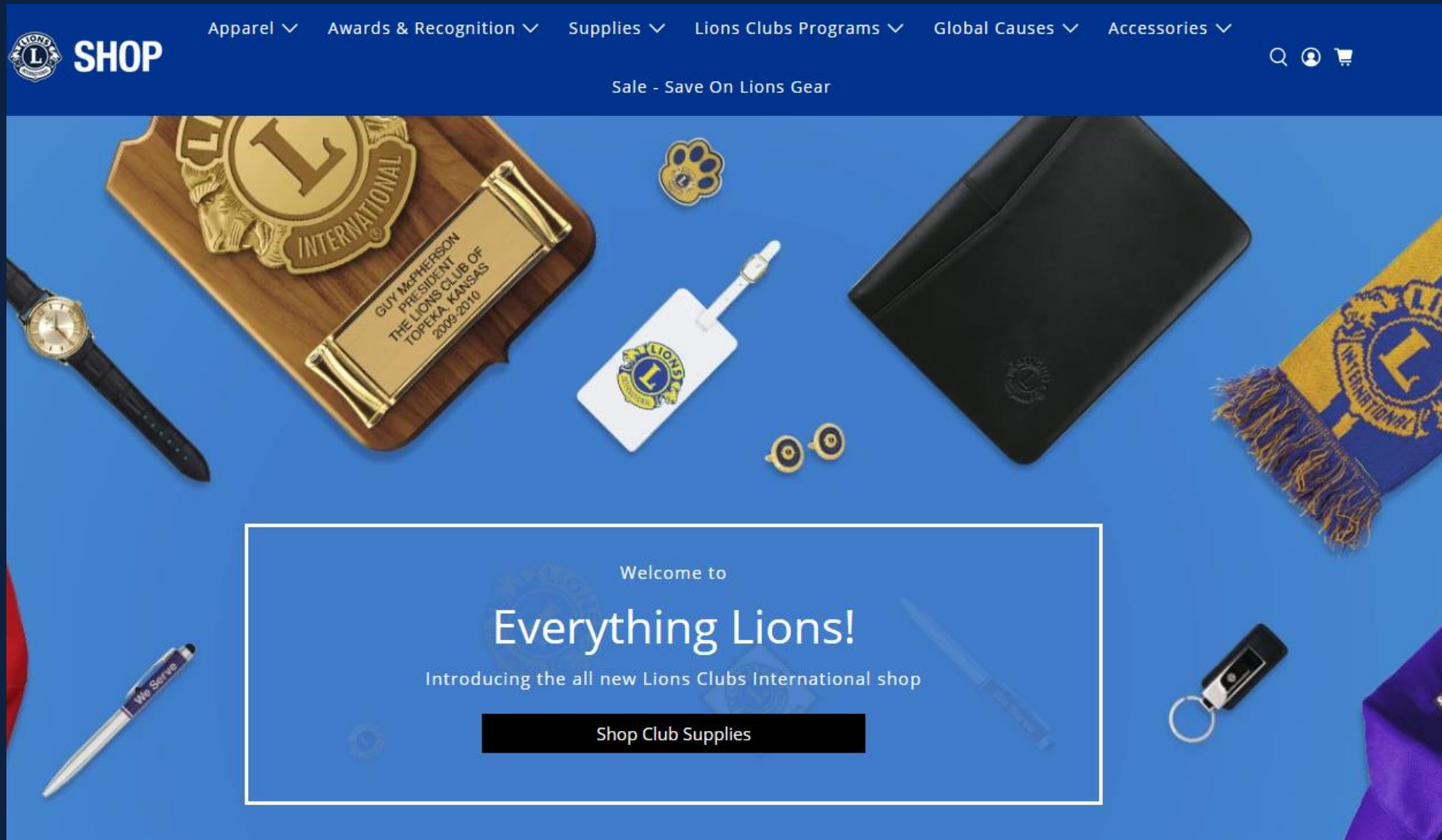


Give Recognition to attendees unable to be present at the convention

- 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!

	Organization	History	Events	Projects	LCI Forward	
	Club	1917	WVLLR	LCIF	Goal	
	District	1925	MD-29 Conv.	Youth	Service Impact & Focus	
	Multiple District	1920-1921	LCI Conv.	Diabetes	Improve Visibility	
	MD Leaders	1987	Dan Dague Memorial Car Show	Leader Dogs	Pursue Excellence	
	Inter-national	1990	USA/Can. Lions Lead. Forum	Pilot Dogs	Improve Member Value	

1920

Lionism becomes international!



Windsor, Ontario, Canada Lions
Club chartered.

Next

1921

Lionism comes to West Virginia!



Charleston Lions Club chartered on
September 30, 1921.

[Return to Main Board](#)

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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

