

PILGRIM CENTER *of* HOPE
MINISTRY *of* CONFERENCES

HOSTING CONFERENCES AS VIRTUAL EVENT AT PARISH

A parish, or parish group can host the virtual Catholic Men's Conference at their parish using a banquet hall or meeting room and inviting attendees to gather as a group to experience the conference together.

The event may be held simultaneously with the in-person conference on the day the conference is being held, or present it at another time utilizing the recording of the conference.

Pilgrim Center of Hope will work with the Parish Contact to provide:

- Conference flyers with registration form
- Sample bulletin announcements to advertise the virtual conference through their parish.
- Conference graphics for parish use to promote through their social media outlets.
- Attendee Bags – if requested, the parish can receive conference bags with the same items as being provided at the in-person event. Parish Contact coordinates a time week before the conference to pick them up at Pilgrim Center of Hope
- Virtual Link to the Conference

REGISTRATION & PAYMENT PROCEDURES

1. Parish collects registration information and payment from virtual attendees. **BE SURE TO GET AN ACCURATE EMAIL** for each attendee.
 - a. Day of the conference – attendees will participate by attending the parish-hosted event, where the conference will be made available via viewing of the livestream.
 - b. Pre/At/Post – Conference – Provided the attendee is registered through the **EVENT BRITE SITE**:
 - i. Pre – Conference – attendees will receive registration confirmation and helpful information regarding attending the virtual event at the parish (confirmation and instructions will be customized to the parish event.)
 - ii. During-Conference – attendees will have access on their mobile devices to shop at the virtual exhibitors and all other virtual resources provided the day of the event.
 - iii. Post-Conference – attendees will have access to a recording of the conference and virtual exhibitors for up to 30 days and will receive all post-conference emails resources sent to assist attendees continue their spiritual journey.
2. Pilgrim Center of Hope will create a private no payment required ticket type in the Event Brite conference registration site specific to the parish. This includes customized confirmation and event instructions.
 - a. No later than a week before the conference, Parish Contact registers all paid attendees in conference Event Brite site using the private ticket type. No payment is required at this time.

- b. If there are any walk-in registrations day of event, Parish Contact is to add all information into EVENT BRITE before submitting final payment to Pilgrim Center of Hope (done a week after the conference).
- c. The week following the conference, Parish Contact will submit payment for total of all attendees at the standard virtual fee x number of attendees for both those registered through Event Brite and any walk-in registrations collected at the door. Check is to be made payable to: PCH

VIRTUAL VIEWING

To display the Conference in parish hall, etc.;

- Use a computer with Internet access & connection to projector, sound system (so participants can see and hear well).
- Access the livestream website using instructions provided by PCH
- Find the video player on the website & click play; open in full screen. (Same or similar to a YouTube video.)
- Limited remote technical support is available by phone with PCH Staff

SUGGESTIONS

If a parish wants include food & beverage for their virtual conference attendees, add the cost of the F&B to the virtual fee. (i.e. if virtual fee is \$50, collect payment for \$65). PCH will receive \$50 per attendee and the \$15 remains at the parish to cover food & beverage costs.

The virtual link to the conference includes virtual exhibitors (vendors & ministries). Parishes are welcome to have their own in-person vendors and ministries. Pilgrim Center of Hope can assist the parish in how to vet and coordinate exhibitors at the parish for the virtual conference. Contact the events coordinator for assistance.