Using The HiVE to replicate face to face activities

The HiVE is a fully featured digital engagement platform that can be substituted for various face to face options such as workshops, roundtables and information/drop-in sessions.

The table below provides a description of some of the proposed methods for adaptation and links to relevant examples.

Type of event	What we are replicating	Equivalent online tool
Workshop A space for the host to present information to an audience, take questions and have the community provide their ideas	Ideation (e.g. post it notes)	**Gather** This is a digital post-it board where participants can respond to your question/s with text, photos and video card responses. Participants can also vote and comment on the cards which can be filtered dynamically by the admin. *Example –* Engage Vic - Circular Economy **Visioner** A simplified gather tool, participants can post short text responses to a call to action. Participants can up and down vote responses that can be filtered by the admin.
	Prioritisation (e.g. dotmocracy)	**Fund-it** Similar to the Gather tool but with the ability to prioritise cards based on a dollar or points system. This could be used instead of dot voting process to

		help identify which ideas are post important to a group.
		Example – [Pitch for your Projects via IAP2](#)
	Presentation	**[Video](#)**
		The video tool enables you to embed a YouTube live stream.
		It is advised to keep video content directly to the point and to utilise slides or ways to present information in a visual manner as people's attention spans on digital devices is much more limited than in person.
		A video can be used (just as with a face to face workshop) to set the context around what your consultation is about, direct people how to participate (e.g. "join the live chat on this page") as well as present complex information that may be harder to digest in a document (with a combination of visual information and voice).
		Videos can be embedded from Youtube and Vimeo.
		Example - [Shaping Banyule - North East Link](#)
		Webinars
		Webinars are live events that are then uploaded to the website once the event is finished. Webinars allow a large number of people to watch as you are presenting and participate by asking questions or providing comments (like in a face to face workshop).
		We hope The Hive will soon have webinar support, watch our blog and socials for updates. However for now, recorded webinars can be uploaded as Youtube or Vimeo videos or you can embed live streams using services such as YouTube live.

		Popular webinar services used by local and state Government's include Skype and Zoom and more recently Demio, as used by Harvest Digital Planning. Please talk to your internal departments and/or your IT/digital team to determine what webinar services are available or compatible to your systems.
		Example - [Pick My Project - How to Promote webinar](#)
		Zoom
		We have introduced a new tool that allows you to integrate with Zoom, letting you embed Zoom meetings directly on a webpage in The HiVE.. Zoom is a leading online web meeting platform that allows you to video conference with groups of people in real-time. It can be used to hold virtual meetings with your audience, and facilitate the broadcasting of events.
		What's great about this integration is that users won't need to download or install the Zoom application, they can simply join and view the meeting by visiting your website. The integration uses the Zoom web client which is still in development, so it is important to note that it may not yet work in all web browsers and may present other issues.
		The Zoom tool will be available for *Premium* subscribers in the long term. However, we will be making this tool available to all subscription levels in the short to medium term to help you better respond to the current situation.
		Some issues may exist in this integration. Therefore, we are requiring you to [read and sign a waiver](#) in order to access this tool. This is to ensure you explicitly understand the potential issues and

		limitations this tool provides, as we may not be able to meet some of the aspects we agreed with you as part of our Terms of Service.
Open forum (e.g. roundtables, world-café To clarify and to create a space for diverse views on a topic.	Dialogue	**Conversation** and **Forum** The Conversation tool is used for real time dialogue as it allows participants to create a new comment thread or respond in-thread. New comments can be loaded in real time as notifications appear on screen alerting users to new comments. The Forum tool provides the ability to post multiple Conversations that link- off to individual sub-pages - perfect for a multi-question discussion. These tools are particularly useful for live chat discussions, just as you would have at an open forum. As with an event, you should notify participants when you will be online (e.g. Monday 3-5pm) and ensure it is staffed to respond and moderate in real-time. We recommend post-moderation (after it is posted) to enable dynamic responses. *Example -* Your Voice Tamworth - Join the water conversation *Case study -* Victoria on-demand workforce

| Drop-in sessions

A space for the community to see information about a project and ask questions | Questions | **Question and Answer (Q&A)**

The Q&A tool allows participants to ask questions in a structured way and have other users vote on the questions that are of interest to them.

Representatives can then respond under an official profile that can include your department logo or a profile picture. This allows you to create a space for considered responses to the main questions the community may have in relation to your project.

Social Map

The Social Map tool makes it easy for the community to leave spatially-based, qualitative feedback including questions via an interactive map – perfect for infrastructure and place-based change projects.

Users are asked to pinpoint their comments on the map, and can optionally view other user's comments. You have the ability to customise the map by adding boundaries and markers as well as by uploading your own base map style using existing services like Carto and Mapbox.

Example – Engage Calgary - Neighbourhood Streets - Heritage Communities |

	Presentation	**Image Slider**
		At most face to face events, there will be a PowerPoint or slideshow of some sort. To replicate this online, we recommend using the image slider tool which allows you users to click through various slides that are uploaded as images. The content will also be accessible with the option to add it as 'alternative text' for those with screen readers.
		Example – [Your Voice Tamworth - Organic Recycling Facility](#)
		Hotspot
		The Hotspot tool allows you to annotate images with animated 'hotspots' - glowing circles that can be clicked for more information, images, videos and galleries. You can customise the colour and size of each spot and choose from a library of over 1000 icons to assign to them to better illustrate the category or purpose of each annotation.
		This tool can be useful for illustrating plans, artist's impressions and any other image where annotation or additional information could be added to enhance and illustrate your project's story further.
		Example - [Your Say Yarra - Alphington Park](#)
Evaluation	Collecting feedback during or at the end of an event	**Form**
		The form tool can be used to collect evaluation feedback as well as project registrations. Choose from three different Form templates, 15 different question types, and add logic to ask follow-up questions and create more 'conversational' forms.
		The form tool has a range of question types you can ask such as multiple choice, radio buttons, long text, file upload and, Likert scale and rating options.

		Quick Poll
		The Quick Poll tool allows you to poll your audience with a single, multiple choice question that is easy to respond to with results can optionally be made visible to the user either before or after voting.

Please contact us if you need additional support with adapting your face to face activities using The HiVE's toolset. Visit our website for further information.

This resource was developed in collaboration with the Victorian Government Engage Victoria team.