Conducting a Virtual Initiation

1. Check with your university if your chapter has access to a virtual platform. Some examples include:
   a. Zoom
   b. Microsoft Teams
   c. Google Hangouts or Google Meetings
   d. GoToMeeting
2. Set a date and time.
3. Reach out to one of our Professional Partners to see if they would be available to present for up to 35 minutes on a professional topic.
   a. Identify a professional topic of interest to the chapter.
4. Work with your chapter to confirm the following:
   a. Identify two students to establish the session outline and create the PowerPoint presentation that will be shared on-screen during the session
   b. Identify two people who will manage the virtual platform process:
      i. Identifying the platform
      ii. Familiarizing themselves with the platform
      iii. Setting up the meeting in the virtual platform
      iv. Sending out the link for the virtual meeting
      v. Hosting and managing the virtual platform during the initiation:
         1. Screen share the PowerPoint slides for the duration
         2. Manage the chat window
   c. Identify the students who will qualify to be initiated for membership
      i. Make sure to enter their records into the Reporting Intranet, collect and pay the $75 per candidate fees to the Executive Office.
      ii. Give the Executive Office up to two weeks to print and mail the membership certificates to the faculty advisor. Contact bap@bap.org if the certificates should be mailed to the advisor at an alternate address.
      iii. Ensure that all students being initiated have registered for the event and attend. If they do not attend the live initiation, schedule a second initiation.
   d. (OPTIONAL) Does your chapter want to initiate an Honorary Member?
      i. If yes:
         1. Make sure to enter their records into the Reporting Intranet, collect and pay the $75 per candidate fee to the Executive Office.
         2. Give the Executive Office up to two weeks to print and mail the membership certificates to the faculty advisor.
e. Assign a communications person to send out the invites with the link to the virtual meeting to all attendees
   i. Invite alumni
   ii. Invite faculty members
   iii. Invite the business school dean
   iv. Invite all chapter members and candidates
   v. Invite parents of the initiates
f. Confirm Professional Partner/Presenter on the date, time and topic

5. Week before the Initiation
   a. Set-up a run through with all presenters involved
   b. Make sure presenters understand the virtual platform
   c. Review all audio and visual expectations
      i. Have the PPT presentations in hand to test (videos and sound)
   d. Develop a script and sync with the overall events PowerPoint slides

6. Day of the Initiation
   a. Web person(s) and presenters should log on to the virtual site 10-minutes before the meeting starts.
   b. They will confirm that they have the appropriate slides needed for the virtual initiation and any audio needs will have been tested before the session starts.
   c. Once most of the attendees have logged on, begin the session.

Enjoy!