



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!