



The Forum on Workplace Inclusion

Learn from the Best: Recipients of the 2016 Honors Award for ERGs and Diversity Councils reveal their secrets for impactful change.

U.S. Bank Virtual Business Resource Group Engagement Checklist

All virtual event



- Tie to a company core value
- Senior leader introduction
- Ask employees to submit questions during registration and/or live Q&A
- Tangible take-aways from speaker (internal resources, training)

Combination virtual and in-person event



- Secure date and time (*8-12 months in advance*)
- Local chapters find in-person locations (*4-7 months in advance*)
- Create one registration site (*3 months in advance*)
- Local chapters: Plan logistics (*catering, AV, inviting leaders, etc.*)
- Project Lead: coordinates enterprise logistics, talking points, communications and technology
- Post event survey, recap blog, recording, etc.

In-person event supported by virtual chapter



- Virtual chapter organizes collective resources
- Project Lead hosts monthly "point person" calls to share strategy, updates, resources
- Local execution
- Virtual chapter collects data