

Virtual Networking Event Planning

Last Modified on 06/09/2026 1:27 pm EDT

While the magic of the HBA experience is usually via in-person events, chapters, regions, branches, and affinity groups are welcome to host occasional virtual networking events for **HBA members-only**. We suggest offering chapter-specific events to help locals connect with other locals and avoid overly large groups that may be hard to manage. Please **click here** to see some networking event ideas that may also help inspire you.

Virtual networking event pricing: at the leader's discretion

- Virtual networking events should be open for registration following the typical event setup procedures on the HBA website. Virtual meeting login instructions (Zoom, WebEx, etc) should be included when submitting your event. These instructions will be sent via email to registrants automatically when they sign up.

Virtual networking webinar platform options:

Option 1: use an existing platform you have access to

- Many leaders have existing access to virtual platforms such as Zoom, GoToMeeting, WebEx, Teams, etc through their work or their personal lives. If this is an option, please feel free to use existing platforms you have access to and are familiar with.
- Explore other free platform options such as FreeConferenceCall, Skype, Google Hangouts or Uber Conference.

Option 2: use the Region's or Affinity Group's Zoom platform

- Zoom Pro features:
 - Capacity for 100 individuals
 - Breakout rooms
 - Offers active speaker view or gallery view (many simultaneous attendee webcam feeds)
 - Screen sharing and whiteboarding
 - Dial-in by phone or computer and chat feature
 - Find out more or get familiar with the platform at <https://zoom.us/resources>

Important note: *HBA is not able to provide technical support for events. A chapter, regional, branch, or affinity group leader must be able to run all technical aspects of the event in its entirety.*
