Closing slides:

Closing slides receive the biggest attention from learners, so if you are wanting to reinforce the learnings from your session, organize this section carefully. Instead of just saying "Thank you for attending", you can go further by using it for:

- A recap of the topic
- An open question for learners to think about after the session ends
- Ways to connect and to stay in contact with speakers, the attendees, or the learning series
- Next steps

Acknowledgments:

A simple thank you will go far to add a sense of humility and awareness to the event. Thank leaners for taking the time to attend the online session and acknowledge team members for the work they put in and made the event possible. You can mention them with "@name". If you want to add their pictures, make sure to ask for their permission first.

Chat function:

Depending on the intention of the online session (e.g. understanding a new topic or creating a sense of community), ask one or two questions for learners to reply in the chat. The moderator should read and comment on the answers that come in. If you are a smaller group of up to 50 people, learners can unmute themselves and talk to the group directly. Questions could include:

- "What are your reactions to this event?"
- "What is one thing you have learned about yourself?"
- "What is one thing that surprised you?"
- "What is one thing you have learned for your work/business?"
- "What is one thing you will implement/do?
- "What would you like to thank your team or a specific person for?

Group karaoke:

For a more radical idea, have your online session end with a fun group activity like group karaoke. Enable everyone's videos and turn off their microphones. The moderator selects a song beforehand. Everyone should see each other in a gallery format performing to the music. It doesn't matter if learners don't know the words to the song, as their microphones are off.