# Virtual Event Prep Meeting Checklist

[Webinar Name]
[Webinar Date & Time]
[Presenter(s) Name and Contact Info]

**Quick Agenda**

* Introductions
* Quick overview of CEC staff role
* Decisions for all stakeholders
* Discuss flow of the webinar
* Reminders for presenters

**Full Agenda**

* Introductions
	+ CEC Staff
	+ Moderator (if applicable)
	+ Panelists
* Quick overview of CEC staff role
	+ CEC staff will:
		- host the webinar
		- provide technical support
		- schedule the live captioner
		- do the welcome/housekeeping announcement
		- monitor the chat for tech issues
		- record the webinar
		- share the recording in the CEC Learning Library for registrants
		- CEC staff will introduce the moderator who will introduce the panelists.
			* Get panelist bios to the moderator.
* Decisions for all stakeholders
	+ Who will monitor the chat during the webinar for content related questions (moderator, staff, or all?)?
		- How/when do you want to answer questions?
			* During your presentation part or save all until the end?
	+ Who will drive the slides during the presentation?
		- CEC recommends the presenters do this as the webinar often flows better this way.
		- CEC staff can drive the slides but only if absolutely necessary.
	+ How will cameras be used? Only when speaking? Throughout?
		- All cameras on during introductions
		- When one person is presenting/speaking, only their camera should be on.
		- When a panel or facilitated discussion is happening, all cameras should be on.
	+ Polls - yes or no?
		- Does the speaker want to include any polls?
	+ How will questions be posed to the presenters (if applicable)
		- Moderator/staff to pose selected questions verbally?
	+ Will handouts/slides be made available for participants?
		- CEC always tries to provide the slides (in PDF form) to participants for accessibility purposes.
* Discuss flow of the webinar
	+ Welcome/housekeeping (before recording starts)
	+ Poll (if applicable)
	+ Recording starts
	+ Official Welcome (2-3 mins)
	+ Presenter introductions (2-3 mins)
	+ Presentation
	+ Facilitated discussion/Q & A?
	+ Leave 5-10 mins for presenters to take Q & A from the chat?
* Reminders for presenters
	+ Login via presenter link 10-15 mins prior to webinar start time for sound check
	+ Mic muted unless actively speaking
	+ Slides to CEC no later than 4 days before webinar