# 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