# **Virtual Event Prep Meeting Checklist**

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

[Number of Registrants]

**Quick Agenda**

* Introductions
* Quick overview of host role
* Decisions for all who are collaborating on live event
* Discuss flow of the event
* Reminders for presenters

**Full Agenda**

* **Introductions**
	+ Host
	+ Moderator (if applicable)
	+ Panelists
* **Quick overview of Host role**
	+ Host will:
		- Start the event using the event link
		- Provide technical support
		- Provide Zoom captioning or live captioner
		- Spotlight presenters
		- Start with welcome/logistics announcements
		- Monitor the chat for tech issues and comments
		- Record the event (if applicable)
		- Share the recording in agreed-upon location
		- The host will introduce the moderator who will introduce the panelists.
			* Get panelist bios to the moderator.
			* If there is no moderator, the host will share panelist names.
* **Decisions for all collaborators**
	+ Who will monitor the Q/A box during the event for content related questions?
		- How/when do you want to answer questions?
			* During your presentation or save until the end?
			* Will the Q/A segment be included in the recording?
	+ Who will control the slides during the presentation?
		- CEC recommends the presenters do this as the event often flows better this way.
		- Host can control the slides if 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.
	+ Will there be any polls?
		- If so, who will run the polls and when?
	+ How will questions be posed to the presenters (if applicable)
		- Moderator/staff to pose selected questions verbally? Will one presenter monitor and respond to the Q/A box?
	+ Will handouts/slides be made available for participants?
		- CEC always tries to provide slides (in PDF form) to participants for accessibility purposes to have for reference during the event.
* **Review flow of the event (refer to run of show) – this timing can vary**
	+ Login 15 minutes early to set up and go over any last-minute questions (15 minutes)
	+ Welcome/logistics (before recording starts) (1 minute)
	+ Poll (if applicable) (1 minute)
	+ Recording starts
	+ Official Welcome (1 minute)
	+ Presenter introductions (2 minutes)
	+ Presentation (40-45 minutes)
	+ Facilitated discussion/Q & A (10-15 minutes)
* **Reminders for presenters**
	+ Login via presenter link 10-15 mins prior to event start time for sound check
	+ Mic muted unless actively speaking
	+ Share slides with host no later than 2-3 days before the event
	+ Share any other resouces that you would like host to share with participants during or after the event