# **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