Virtual event rehearsal/live checklist

- Run through **functionality** with all speakers to ensure they are comfortable – participants, chat, Q&A, polls, breakout rooms, screen share.
- **Test** all speakers microphones, backgrounds (virtual), screen share, videos.
- **Pre-set/test screen share selection** for smooth transition. *If using PowerPoint make sure it is displayed in presentation mode. All material being presented should be downloaded and run from the desktop rather than cloud or internet based.
- Who will be **sharing their screen** and will anyone be **showing a video**? (Test the video quality)
- How will you **transition between speakers**? *Consider sharing slides with other speakers so they have an indication of when it’s nearly their turn.

**Time keeping** – how will speakers keep track of timings?

**Adjust setting for Q&A**
- Confirm if you wish to disable anonymous questions, allow the audience to see only answered questions or allow the audience to see all questions.
- Prepare some back-up questions. You may wish to have colleagues submit these.
- Confirm who will respond to any admin based questions via text?

**Adjust settings for chat**
- Webinars – Suggest participants can chat with no-one.
- Meetings – Set as required.
- Speakers to use chat to communicate to each other privately throughout the session.

**Adjust settings for participants** as required (ensure chat is closed to view participant settings)
- Ensure you allow panelists to unmute themselves, rename themselves & start video
- Recommend to disable allow attendees to raise hand. Unless monitoring or communicated for specific use.
- Recommend Gallery view layout for attendees

**Adjust settings for screen share** as required.
- You will most likely want all panellists to have the ability to share and to be able to start sharing when someone else is sharing (in case the previous speaker forgets to ‘stop sharing’).

**Polls** should be pre-scheduled. Test launch. *Consider starting the session with a poll while waiting for participants to enter.

**Breakout rooms** should be pre-scheduled. Test launch and adjust settings as required (only applies to Zoom Meetings)

Ensure that **presenters** are familiar with **how to best present themselves**.
- All host & panelist microphones should be on mute & cameras switched off, when they are not speaking/presenting.
- If the speaker/presenter has multiple screens, make sure to position any notes as close as possible to the camera & look at the camera not yourself on screen.

**MC to run through housekeeping** with the audience at beginning of the session. Let the audience know:
- Once live, we will wait a few moments for all guests to join before starting the session. *MC to monitor the participant count.
- If you will or wont be utilising each function & how to participate. Q&A, polling & chat.
- If the session will be recorded and shared post event
- (If using Q&A & applicable) you will attempt to address as many questions as possible during the webinar however will have a recording of all questions submitted so can address afterwards.

**Countdown to broadcast.** Start the broadcast on a holding slide; “this webinar will be starting shortly”. Wait a few minutes while participants increase in participants tab.