Step 6: Manage the Event Logistics

E-learning/Webinar

Create your own list or use the templates provided, adjusting as needed.

| √ | E-LEARNING/WEBINAR – Items | Notes |
| --- | --- | --- |
| Which of these items do we require? Who will supply what? |
|  | 1. Computers
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|  | 1. Cables
 |  |
|  | 1. Telephones, speaker phones, mobile devices
 |  |
|  | 1. Platforms, pre-existing software, courseware
 |  |
|  | 1. Headsets
 |  |
|  | 1. Webcam
 |  |
|  | 1. Scanner
 |  |
|  | 1. Multimedia
 |  |
|  | 1. Hyperlinks
 |  |
|  | 1. Accessible website
 |  |
|  | 1. Local network capacity
 |  |
|  | 1. High-speed internet access
 |  |
|  | 1. Other computer system requirements
 |  |
|  | 1. Human resource needs (e.g., who will be facilitating, managing technology behind the scenes, reviewing/collecting responses/data?)
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