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 |  |
|  | 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?) |  |