Step 6: Manage the Event Logistics

Videoconferencing

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

| √ | VIDEOCONFERENCING – Items | Notes | |
| --- | --- | --- | --- |
|  | 1. Host site/system booked? |  |
|  | 1. Does the presenter need a practice run through? |  |
|  | 1. What is the back-up plan if there are issues with the presenter’s host site? |  |
|  | 1. Who can be on-site with the presenter to provide technical support? |  |
|  | 1. Who can the presenter contact day-of for technical support if something goes wrong? |  |