

SSHA SEMINARS: VIRTUAL EVENT CHECKLIST

Before the event:

- Identify who will host the event, and who will help moderate
- Set up the event platform to be used and double check meeting controls, hosts & co-hosts, and settings (i.e. registration, waiting room, passcode)
- If event will be recorded, have guest complete the **UC Merced Photo/Video/Audio** Release Form.
- Test any meeting technology prior to the meeting
 - Microphones and muting functions
 - Screensharing
 - Live broadcasting
 - Recording
 - Breakout Rooms
 - Other Tools

During the event:

- Have all hosts/panelists/speakers/moderators join the meeting 5-10 minutes early
- Introduce hosts & moderators at beginning of event
- Go over any housekeeping
 - What technology will be used
 - How to access tools
 - If connection is lost how will you contact participants
 - Inform participants if session will be recorded
- Moderators Should:
 - Monitor chat/raised hands/reactions as necessary
 - Let the host know about any technology issues
 - Give the host cues for breaks or questions

After the event:

- Identify any follow-up needed for participants
- Gather feedback and report any technology issues
- Host should complete the post-event survey