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