

PREPARE: Roles and Responsibilities

1. Dry run or practice session: Rehearse the event and test technical aspects
2. Confirm logistics and technical requirements: Ensure necessary equipment and software are in place
3. Create and distribute materials: Slides, handouts etc.
4. Coordinate with speakers, presenters and attendees: Confirm schedules, provide information and answer questions
5. Prepare for contingencies: Plan for unexpected issues
6. Communicate with attendees: Send reminders and important information
7. Finalize the event agenda and schedule: Ensure speakers, presenters, sessions are scheduled and timed correctly

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8. Planning and organizing the event: Setting goals, audience, format, and schedule
9. Securing virtual platform: Selecting and setting up software or service
10. Coordinating speakers: Arranging schedules, providing technical support, ensuring necessary equipment and materials
11. Managing event logistics: Overseeing technical aspects, troubleshooting issues
12. Moderating and facilitating the practice sessions: Managing schedules, introducing speakers, facilitating Q&A or interactive sessions

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- 13. Virtual producer: Oversees technical aspects and troubleshoots issues
- 14. Speaker: Presents content and engages with audience
- 15. Moderator: Keeps event on schedule, introduces speakers, facilitates Q&A or interactive sessions
- 16. Technical support: Provides assistance with technical issues
- 17. Chat moderator: Monitors and moderates chat feature
- 18. Event host/Emcee: Welcomes attendees and facilitates event agenda
- 19. Event manager: Coordinates, communicates and executes the virtual event

HYBRID: Questions and Clarifications

20. What is the main objective of this meeting and how can it be accomplished in a hybrid format?
21. How many attendees will be present in-person versus online?
22. What equipment or technology will be required for the in-person attendees?
23. Will there be technical assistance on-site during the meeting?
24. Will there be a co-facilitator or designated representative to assist with the hybrid format?
25. How will expectations and best practices for the hybrid format be communicated to all attendees prior to the meeting?