



BEFORE THE EVENT

- Define goals
- Confirm date, agenda and platform with speaker
- Create event on platform & send registration link to participants
- Send at least 2 reminders before event starts
- Encourage participants to set up in a comfortable, quiet space
- Ensure participants have access to laptop/desktop computers with camera, microphone and speakers/headphones



DAY OF THE EVENT

- Assign a team member to manage behind-the-scenes logistics
- Login to platform 30 mins before the event to confirm AV
- Ensure participants are prepared-pen, paper and handouts
- Minimize distractions from phones, interruptions, etc.
- Review ground rules-camera use, mute button and break schedule
- Encourage use of engagement features-chat, reactions and white board
- Deliver a fantastic speaker intro-sets the tone for the entire event!



AFTER THE EVENT

- Address any outstanding questions
- Create plan to implement new skills and strategies
- Discuss next steps in regard to future events

LYNNE JENSEN-NELSON

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