Virtual Events
Best Practice Questions to ask Speakers for a Seamless Online Event

Zoom
- Have you used Zoom before?
- If so, are you familiar with setting up in a controlled audio and source light environment?
- And are you familiar with screen sharing?

Connectivity
- Where will you be during our event?
- Can you please confirm that it is in a location that has stable connectivity?
- Have you tested in this space that you will present from?
- Are you calling in from overseas or domestically or even locally from Providence?

Formatting/Branding the Event
- Do you have time to go over the format of the event?
- How comfortable are you with our format (interview, straight lecture, etc.)?
- I will send you a wordmark/logo for this event, can I send it to you and you can upload in your video settings beforehand?
- We would like to host a Q&A. We plan on managing it like X, do you have a different preference? For a straight lecture, would you rather choose the questions yourself or we can manage that for you? What is your experience?
- Will you be sharing your screen? Please note that we will test your screen sharing functions 30 minutes before the event to be sure that you can share. The workflow will be managed by MPG in the 'green room'.
- Please note, that Panelists will not have an attendee view and will see what they share when they do. Panelists do have a 'green room' view.
- Do you have time to go over all the attendee view points that we have put together? Speakerview vs gallery view.
- Can we talk about how we will transition and any housekeeping notes that will need to be make to audience?

Practice Sessions and Logistics
- Would you be able to log in for 30 minutes, 2 days before the event and 30 minutes before the event to practice and ask questions and test? The latter is mandatory. And the first option is strongly suggested.
- You will receive an email from the meeting organizer from UECS or from Media Services, Virtual Zoom Event Host for this event.
- A briefing with the run of show will be following.This will include attendee view points while you are presenting and agenda/run of show.