# CONFIDENTIAL

**Virtual Event Briefing for Panelists and Support Staff**

**Event:** Name

**Date:** Day and date

**Place:** Zoom or other link

**Panelist/Team member links and their role (include each person’s own unique link to join):**

Panelist/s

Moderator

Closer Captioner

Support with email and phone

Support with email and phone

**Time:** Support staff arrival time

Panelist arrival time

Event start time

**Reminders: Set-up**

Check to be sure your laptop is plugged in.

***Lighting***

Avoid too much light coming from behind you.

***Audio***

Test computer/mic settings in the webinar system.

Try to find an area with little to no distractions, away from possible noises, being mindful that

even distant sounds can interfere.

Use headphones with a built-in microphone if possible.

***Camera level and framing***

Elevate your laptop or streaming device to eye level to prevent yourself from looking down at

the camera and slouching.

Be aware of what’s behind you and in the frame of the camera.

Look directly into the camera and not down at the screen.

**Attire:** Attire free of patterns to ensure viewing success. Business casual is encouraged or Buckeye Casual where appropriate.

**Roles/Responsibilities:**

|  |  |  |
| --- | --- | --- |
| **Role/Responsibility** | **Team member** | **Back up** |
| Host |  |  |
| Co-Host |  |  |
| Who is operating visuals (PowerPoint/videos) |  |  |
| Who is operating sound |  |  |
| Who is moderating or making announcements? |  |  |
| Support (Q&A) |  |  |
| Support (Chat) |  |  |
| Attendee (visibility & chat) |  |  |
| If the moderator freezes, who will fulfill moderator duties or act as VOG? |  |  |
| If a panelist freezes, do you want video turned off?  If so, who will turn off/on their video? |  |  |

**Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME** | **ACTION** | **STAFF** | **NOTES** |
|  | Support staff arrives |  | * Make anyone else cohosts * Confirm waiting room enabled * Confirm speakers are panelists and can enter early * Confirm slides ready; right click in pp and choose presenter view * Confirm chat on/off * Confirm Q&A on/off * Confirm polls ready * Check screen share settings (^ screen share has options) * Under “participant, …,” check   + “mute all” blue button   + Allow panelists to unmute   + Allow panelists to rename   + Allow panelists to start video   + Gallery view |
|  | Captioner arrives |  | Assign closed captioner |
|  | Panelists arrive (15 mins. prior to event start if possible) |  | * Who controls slides? * Review order of events * Who takes over if tech difficulties? * Chat, Q&A on or off? * Will or won’t see attendees? * Everyone mute as we allow guests in |
| : | Welcome/housekeeping slide |  | * Support staff mutes and turns video off * **SLIDE 1** on * Hit Record * Hit Broadcast |
|  | Title Slide |  | **SLIDE 2** on |
|  | Welcome, introductions |  |  |
|  | Presentation, panel discussion, or any other actions |  |  |
| At ending | Webinar ends for all |  | Support staff to hit end webinar immediately upon ending |