

CHECK LIST

for the preparation of digital events

This check list is a tool to support you when you consider transforming analogue events into digital ones. The check list is part of a detailed field report about “[Rethinking events digitally: ZBW guide for successful online events](#)” and helps you keep the most important tips at hand.

PROGRAMME

<input type="checkbox"/>	Keep the programme as short as possible.
<input type="checkbox"/>	Plan for breaks in the programme.
<input type="checkbox"/>	Build variety, activity changes and participation into the programme.
<input type="checkbox"/>	Take time zones into account for international events.
<input type="checkbox"/>	Work out a concept for social events.
<input type="checkbox"/>	Include buffer times between sessions.
<input type="checkbox"/>	Plan a moderation.

EQUIPMENT

<input type="checkbox"/>	Send a technical briefing to all people involved in the programme.
<input type="checkbox"/>	Take precautions against possible disruptions.
<input type="checkbox"/>	Prepare a helpdesk.
<input type="checkbox"/>	Test the internet connection with the speakers.
<input type="checkbox"/>	Write a script: a detailed schedule including all technical details.

ORGANISATION

<input type="checkbox"/>	Give advance notice of all presentation times, keep local times in mind.
<input type="checkbox"/>	Send emergency contact information to all people involved in the programme (speakers, moderators, event recorders, ...).
<input type="checkbox"/>	Keep information for participants and speakers brief and simple.
<input type="checkbox"/>	Document your information planning and execution clearly.
<input type="checkbox"/>	Obtain declarations of consent for all scenarios.
<input type="checkbox"/>	Announce the hashtag for social media communication to all participants.
<input type="checkbox"/>	Build a toolkit for sending information to participants.
<input type="checkbox"/>	Prepare a FAQ list for typical questions.
<input type="checkbox"/>	Prepare visual documentation (graphic recording, live artists, Best-of-videosnippets, ...).
<input type="checkbox"/>	Make sure you have sufficient and well-trained staff.

SEVEN DAYS AT THE LATEST BEFORE THE EVENT

<input type="checkbox"/>	Check if all contents have been handed in (slides, pre-recordings, posters, etc.).
<input type="checkbox"/>	Check equipment with all people involved in the programme.
<input type="checkbox"/>	Test the virtual stage/background image with all speakers (lighting, angles, objects in the background, ...)
<input type="checkbox"/>	Prepare pre-recordings of all talks.