9 ways
to turn your online event into a success!

1. Plan your event

- Make sure you have an agenda for your event.
- Make room for breaks and interactive moments.
- Have all your presentations ready, open in another window, beforehand.

2. Check your tech

When you have planned your event make sure you have all the right technology.
- How is your reception? You need good coverage to avoid interuptions and
- Light, you should have light comming towards your face, sit in front of a window or a lamp.
- Sound, decide if you will use the computer microphone, a headset.
- Always have a trial- event where you can try the three things above.

3. Smooth presentations

If you have a presentation to show the other meeting participants you should make sure to have your presentation open in another window, ready when you need it. You also need to locate the Screen Share- button. It´s always a good idea to make a trial round before the event starts.

Screen Share

4. Find your sound

If you are in a quiet environment it´s fine to use the built-in speakers on your computer/ phone. But if there are sounds around you, use headphones with a built- in microphone. If you want to share sounds, for example in a video, make sure you choose share the computer sound when you share your screen.

5. Interaction is key

The key to a succesfull online event or meeting is to make sure the participants interact. Use breakoutrooms, polls and small assignments to create interaction.

6. Check-in

Start with a simple question were all participants will get the chance to answer, a check-in. This will make everyone more comfortable to talk later on and is a natural way to test everyones equipment.

7. How should we react?

Tell the participants how you want them to act if they have questions or want to add something. Be clear on how to use the reaction symbols and the "hand raising"- function.

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8. Do's and dont's

- Use the mute button when you are not speaking.
- Log in 5 five minutes before the meeting start.
- Test your video and audio before hand.

Do's & Dont's