

Event Go-Live Checklist

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Disclaimer

The below is a general checklist of items for you and your team to review prior to your event going live. This is by no means an exhaustive list for *your* event as every event is different. Please use this as a guideline to begin reviewing your event. This should be done no less than 5 business days before your event to allow time to make any adjustments necessary.

Checklist of items to review

Event

Conference Lobby

- Are your Lobby signs showing as expected?
- Do each of your lobby signs linked to a matching feature (i.e. if there is a chat lounge sign, does it go to the chat lounge, etc.)?
- Do each of your event main areas (Exhibitor Hall, Session Lobby, Chat Lounge, and Help Center) have a matching lobby sign (if desired)?

Exhibition/Poster Hall(s)

- Do the exhibition hall logos look the way you are expecting?
- Check every tab of every booth to ensure that everything looks as expected and meets your standards.
- Are the exhibitor and/or poster booths ordered as expected?

Chat Lounge(s)

- When you click in the chat lounge, do you see all of the expected topics? (Make new ones by selecting Create Your Own in the lower left in the Chat Lounge.)

On Demand Lobby

- Review every video in the On Demand section and ensure that it either:
 - Plays the video as expected.
 - Shows a M3U8 error (indicating it is a live stream).
 - If it does this, navigate to the session in the VME and double check the Full URL field matches what was provided by your Project Manager/Event Coach or Production Team.

- Review every video and ensure that any video with items loaded to the “scripts” or “slides” has the corresponding files available.
- Ensure that the buttons above your video to host these files have the name you want.
- Review any session surveys, if applicable, and make sure they are linked to the expected session.
- Review any session quizzes, if applicable, and make sure they are linked to the expected session.

Session Lobby

- Review that the right number of tracks are showing in the Session Lobby.
- Review that the session schedule looks as expected.

Help Center

- Review that all downloads, if applicable, are showing in the help center.
- Review that all quizzes, if applicable, are showing in the help center.
- Review that giveaway score, if applicable, is showing in the help center.

VME

Overview

- Review that all chat rooms are present that are expected.
- Review that the giveaway points are set as expected, if desired.

Core Information

- Review that the Title is showing as expected.
- Review that the Live Date and Start Time are showing as expected.
- Review that the Time Zone of Session Times is showing as expected.

Chat Rooms:

- Ensure all test chat messages have been cleared.
- Ensure that all chat rooms expected are showing (including exhibitors, chat lounge, and room/track chats, if applicable).

Information and Registration

- Review that the Host Logo and its corresponding link are showing as expected (link should start with http:// or https://).
- Review that the Slide Button Text is showing as expected.

- Review that the Script Button Text is showing as expected.

Speakers

- Review that all speakers are present and assigned to sessions if applicable.
- Review that all speakers have a photo uploaded, even if it is a grayscale general photo. This can include a logo or a photo of the speaker.

Sessions

- Review that the Room/Track Names are set as expected.
- Review that there are no unexpected gaps between sessions.
- Review that the Start Date/Time and End Date/Time are at the top of the minute (i.e. 11:25:00 AM instead of 11:25:10 AM).
- Review that no sessions are under 2 minutes in length.
- Review that all End Date/Time(s) are after the corresponding Start Date/Time.
- Ensure that all zoom breakout sessions have the zoom meeting link entered correctly.
- Review that all 'live' sessions (for during Event Dates) are set for the day(s) of your event.
- Review that all 'straight to On Demand' sessions are set for before the day(s) of your event and are not set to Exclude from On Demand.
- Review that all livestream sessions have either YouTube link or Wowza link in Full Session URL and there is no video loaded.
- Review that all pre-recorded videos do NOT have a link in the Full Session URL unless they are a video hosted on YouTube.

Exhibitors

- Ensure that exhibitors are showing as expected in the event and use this screen to make any last minute changes.

Updates

8/7/2020: Added comments and adjusted speaker and session checklist in the VME. BJ