



GUIDELINE TO A SUCCESSFULL DIGITAL MEETING

ROADMAP AND QUESTIONNAIRE

ROADMAP

THE EVENT



If analogue or digital, define content, structure, benefit and target of your event.

Who do you want to adress, what is the background and which requirements and framework needs to be pay attention on?

Keyword:
General Meeting

TIMING



Within a digital meeting timing is even more important!

Invitation management has to be as accurate as well as the agenda compliance and the consideration of the workflow of the participants.

Keyword:
Time Zones

STREAMING



Where and how shall the participants get their access to the content?

Which streaming / video conference provider will be used?

The costs correlate with the security of the access.

Keyword:
Host

COLLABORATION



Think about how interactive your event should be.

Who needs to be heard and seen?

Keyword:
Interaction

QUESTIONNAIRE

1



When exactly does the event take place?

Date:

Time:

4



Which kind of seating is preferred on site?

2



How / where should be streamed?

We have our own portal / access

We use:

The streaming link will be integrated on our homepage / Intranet / partner page.

Please recommend us a portal.

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Presentation side: Who needs to be seen?

Speaker (in fixed position)

Viewers

Speaker (in movement)

Panel / Discussion Round

Number of Participants:

3



With how many participants do you plan?

on site:

remote connection:

6



Presentation side: Who needs to be heard?

Speaker

Viewers

Panel / Discussion Round

Number of Participants:

QUESTIONNAIRE

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Viewers side:
Who needs to be seen?

- External Speaker
 Viewer

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Viewers side:
Who needs to be heard?

- External Speaker
 Viewer

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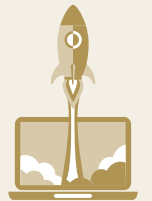
Are you planning interaction
with the viewers?

- No Q&A via Chat Phone
 Video Live Quiz Poll

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Content

- Camera 1 (Total) Camera 2 (Close-up) Laptop 1 (PPT) Laptop 1 (Video) Laptop 3 (Notes) Laptop 4 (Voting)



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Branding

- Backdrop Lectern
 Digital Display No Branding
 Streaming / Video Conference Plattform

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Is a wired internet connection
(about 50 Mbit minimum)
available?

- No Yes Mbit

QUESTIONNAIRE

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Is a lower-third (digital name sign) wanted?

- No
- Yes. We'll create on our own.
- Yes. Would you please design them for us.

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Is a single display of remoted speakers wanted?

- No
- Yes, as a digital display.
- Yes, on a separate screen.

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Is a recording wanted?

- No
- Yes, a continuous recording.
- Yes, in separate sessions.

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Is a translation necessary?

- No
- Yes, with interpreters on site.
- Yes, on the digital way.

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Are – beside to the plenary also workshops planned?

- No
- Yes, only digital and without studio equipment.
- Yes, hybrid with participants on site.

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Is a participant management wanted?

- No
- Yes, for accessing the stream.
- Yes, for tracking presence of attendees.
- Yes, for the assignment to the workshops.