

# Pre-Event Checklist

Preparation is critical to your next BlueJeans Event! Follow this pre-event checklist to make sure everything runs smoothly during your presentation.

## TWO WEEKS PRIOR TO EVENT

### 1. Plan the event

- Determine event agenda & content flow.
- Plan your event space and setup time (make sure room(s) will be available).
- If you plan to screen share content or upload videos, consider the following:
  - Who will be sharing content? We recommend a second computer monitor for those controlling content streams
  - As a best practice, avoid PowerPoint slide transitions or embedded videos in which audio must be heard (playback will be muted)
  - Upload videos at least two hours in advance of presentation if you plan to play them back during broadcast. We recommend that you upload this content to at least one other moderator's account for backup purposes as well
- Designate additional moderators, if necessary.

For most events, one moderator can effectively manage introductions and emcee responsibilities, while another moderator manages chat, Q&A, and polling. For highly attended events where presenters are located in disparate locations and multiple content sharing options are enabled, we recommend a 3rd moderator.
- Prepare the Presenters:
  - Send presenters our [Event Best Practices](#)
  - Provide speakers with agenda and ensure that their content is prepared
  - Moderators and presenters who are joining from a computer should download the BlueJeans Events App
  - Remind presenters to join from a reliable Internet connection

## 2. Scheduling

Schedule your event ([click here](#) for step by step instructions).

Select Settings:

- Public vs. Restricted
  - Public Events allow anyone with the invitation link to join. Presenters and attendees do not need to have a BlueJeans account. You have the option to require all attendees and presenters to sign up prior to the event by using a registration email
  - Restricted Events are internal to your enterprise. Any person who enters must have a BlueJeans account or access through single sign-on
- Registration (Attendees must register and be approved to join)
- Event Branding (Add a custom slide for the welcome and ending)
- Event Chat (Live chat feature available to all attendees, presenters, and moderators)
- Attendee Search (Allow attendees to search for other attendees)
- Q&A (Question and Answer section)
- Auto Recording (Recording will automatically start when broadcast is initiated)
- Phone Dial-In (Allow up to 500 attendees to dial-in using phone)

Send invitations:

- Invite based on individual roles (Moderator, Presenter, Attendee)
  - Note: Moderators must be logged into their BlueJeans account to join as a moderator
- Using the BlueJeans invitation menu, enter the email addresses for each role into the invite box under the appropriate tab, or through a third-party client. Use the 'copy join info' at the bottom to copy/paste the invite information into a third-party client invite (Google Calendar, Outlook Calendar, etc.)

## 3. Set up and optimize devices

Work with IT on the following requirements:

- Double-check that the [correct Firewall ports](#) are open in order to allow computers or video conference room systems (H323 or SIP) to join the event
- If you are behind a restrictive Firewall or Proxy, allow http content from Akamai servers i.e.: akamaiedge.net and akamaihd.net
- Review [Event bandwidth requirements](#) and overall [System Requirements](#)
- Determine if [BlueJeans Accelerator](#) should be implemented. Accelerator is virtualized software deployable within your network to optimize bandwidth consumption. If Accelerator WILL be deployed for the Event:
  - If you are using Video Sharing, ensure that the Accelerator setup includes Video Sharing enablement. Contact [support@bluejeans.com](mailto:support@bluejeans.com) to verify
  - If Attendees will be joining the Event via your VPN, ensure the VPN is properly configured to allow access to the Accelerator nodes. If not, users should NOT use VPN when joining the Event
  - Contact [support@bluejeans.com](mailto:support@bluejeans.com) to test your Accelerator deployment

## ONE WEEK PRIOR TO EVENT

## 4. Rehearse the Event

- Ensure Moderators and Presenters understand the controls (practice muting/unmuting, promoting an Attendee, asking questions, and providing answers):
  - Moderator Controls
  - Presenter Controls
  - Attendee Controls
- Test content sharing from the device that will be used during your presentation.
- Test video content (ensure video is uploaded to BlueJeans and has high-quality performance).
- Ensure video and audio quality from each tested endpoint is solid (no background noise, echo, feedback).
- Make sure presenters look and sound good on camera.
- Change video layouts to determine what works best for your event: Active Speaker, Active Presence, or Constant Presence.
- When applicable, review and test attendee promotion to ensure the best interactive experience during the event.
- It's common that users will try multiple browsers or tabs to view as an attendee. It's recommended to view from a single browser on a single tab.
- Have several staged questions ready for the Q&A section in case live audience does not have any.

Once you've scheduled and hosted a few BlueJeans Events, most of these tips will become second nature. Until then, practice makes perfect. Good luck and happy hosting!