

Go-Live Checklist

Confidently host your interactive event with this simple guide. Get ready to share your content and deliver a great experience with these easy-to-follow steps on the day of your presentation!

- Moderators and presenters should set their calendars to arrive 30 minutes early for final testing and set up.
- Click “Broadcast” to start the event.
- If auto-recording was not selected in the setup process, moderators may select the option manually.
- Provide a brief introduction to the audience, including the following instructions on:
 - How attendees raise hand to be promoted
 - When/how to use event chat and moderator chat
 - How to post questions
 - How to request technical assistance
 - Letting attendees know that they can only watch and listen (they cannot be seen or heard unless promoted)
 - Reminding attendees that there may be (up to a) 20-second delay from the time when the content is broadcast to when it is received by the audience

Stick to these presentation tips and you’ll be a pro in no time. Good luck and happy hosting!