



#virtualevent

- () Set your goals
- () Create event website
- () Create event registration
- () Create guide for attendees that explains how to use the platform and all of its tools
- () Determine your fee. Will some portions of the event be free?
- () Establish and build content - make it engaging!
- () How long will each session last and how many participants will be allowed in each session?
- () Enable Q&A for each session and live polling
- () Will recorded content be available to participants after event?
- () Create and distribute post-event survey