

TESTING CHECKLIST

This checklist identifies areas of your virtual event to test before you enable them (such as registration) or before your event goes live. Ideally, you should test elements as you are building the virtual event and uploading elements. Reserve at least one week for a final event test. Test the event from a desktop, phone, and tablet to ensure adaptive/responsive behavior is acceptable. Spend some time flushing out this checklist to ensure it matches the needs of your virtual event.

General Event Testing

- Event landing page/registration page
- Registration form
- Email domain filters
- Registration with social media credentials
- Batch import functions
- Payment
- Ticketing
- Coupon usage
- Receipt generation
- Registration confirmation
- Reminder emails (event/session)
- Pre-event login (if allowed)
- Pre-event profile editing (if allowed)
- General event navigation (menus, submenus, linked graphics, etc.)
- Search function
- Favoriting people, chats
- Profile editing
- Private chat
- Agenda (schedule/tracks/session lists)
- Tracks (sessions within proper tracks)
- Sponsor/exhibitor signage links
- Broadcast announcements
- Welcome prompt
- Event survey
- _____
- _____

Session Testing

- Session numbers/titles/descriptions/thumbnails
- Speaker names/bios/pictures/badges
- Moderator names/bios/pictures/badges
- Simulive session launch
- On-demand session launch
- Live session launch
- Session chat
- Session Q&A
- Session polls
- Session notes
- Session comments
- Session surveys
- Session links to booths
- Session resource downloads
- Favoriting sessions
- _____
- _____

Exhibit Booths

- Navigation to each
- Background (traditional/modern)
- Background-in-background elements (traditional)
- Submit an Inquiry function
- Website link
- Social media links
- Booth chat
- Booth staff messaging
- Who's Online (booth staff view)
- Booth Resource links and downloads
- Booth video playing
- Favoriting booths
- Request meeting function
- _____
- _____

Chat Lounges

- Forums (topics)
- Adding chats
- Adding images to chats
- Editing chats
- Deleting chats
- Responding to chats
- _____
- _____

Miscellaneous Elements

- Custom locations
- Geo-mapping
- Who's Online (attendee view)
- White rabbits
- Out-of-band communications (event staff)
- Social walls
- Event commenting
- Quizzes
- Change process (event staff)
- Analytics access
- _____
- _____

Other

- _____
- _____
- _____
- _____
- _____
- _____